

## **JOB DESCRIPTIONS**

### **PRESIDENT**

The President is the chief executive officer of the Corporation. Duties include:

- Presiding at all meetings of the members and setting the agenda.
- See that all orders and resolutions of the board are put into effect.
- Actively manage the business of the Corporation.
- Supervise and manage all activities of the Corporation.
- Be a point of contact for all CBA members.
- Be a problem solver and champion of Positive Coaching Alliance.

### **VICE-PRESIDENT**

The Vice-President is second in rank and serves a deputy to the President.

- Performs the duties of the President in his/her absence.
- May have special duties to oversee or perform other functions as decided by the board.

### **TREASURER**

The Treasurer has custody of all corporate funds and keeps a full and accurate account of receipts and disbursements in books belonging to the Corporation.

- Manage CBA bank account
- Deposit funds
- Pay fees and bills
- Prepare monthly reports
- Actively managing funds during CBA tournaments
- Managing website accounts

### **ASSISTANT TREASURER**

The Assistant Treasurer is in the position to learn the duties of the Treasurer. The position will assist the Treasurer in a variety of duties as he/she sees fit. Provide assistance at both the boys and girls traveling tournament with the monitoring and collection of entry and concession funds. Also serve a member of the scholarship committee where applications are reviewed to determine scholarship eligibility. The Assistant will assume the Treasurer's position upon the completion of his/her term.

### **SECRETARY**

The Secretary is responsible for the accurate and sufficient documentation through recording the minutes of the monthly CBA meetings. Attendance to the CBA meetings is essential for this position. The Secretary is also responsible for scheduling meeting dates and sending out meeting reminders. This position has historically also been the manager for the CBA Traveling tryouts.

- Attend and take notes during CBA meetings to document when, how and by whom the board's business was conducted.
- Prepare typed meeting minutes, including details such as motions and votes.
- Send out monthly email reminders at least four days prior to the monthly meeting.
- Coordinate and reserve the meeting rooms for monthly meetings.
- Maintain membership records including contact information and term dates.
- This position has also managed the CBA Traveling Tryouts. This role required an estimated 30 hours of volunteer work during the week of tryouts.
  - Tryout session scheduling
  - Coordinating tryout evaluators and volunteers
  - Managing supplies and paperwork for evaluators
  - Organizing and cleaning jerseys during tryouts
- Assist other board members and attend CBA events as necessary

## **BOYS TRAVELING DIRECTOR**

The Boys Traveling Director is responsible for all aspects of the program (4th – 8th Grade).

- Puts together teams along with other CBA Board Members and the CHS Boys Varsity Staff. Traveling Director along with the CHS Boys Varsity Head Coach must agree upon the final rosters.
- Finds Coaches for each of the Traveling Teams.
- Schedules tournaments for each of the Traveling Teams.
- Coordinates beginning of season coaches training.
- Point-of contact for coaches throughout the season for tournament/practice needs.
- Point-of-contact for parents to resolve any issues/conflicts that may occur during the season.
- Helps create spring teams for those interested in additional playing experience.

## **GIRLS TRAVELING DIRECTOR**

The Girls Traveling Director is responsible for all aspects of the program (4th – 8th Grade).

- Puts together teams along with other CBA Board Members and the CHS Girls Varsity Staff. Traveling Director along with the CHS Girls Varsity Head Coach must agree upon the final rosters.
- Finds Coaches for each of the Traveling Teams.

- Schedules tournaments for each of the Traveling Teams.
- Coordinates beginning of season coaches training.
- Point-of contact for coaches throughout the season for tournament/practice needs.
- Point-of-contact for parents to resolve any issues/conflicts that may occur during the season.
- Helps create spring teams for those interested in additional playing experience.

### **ASSISTANT TRAVELING DIRECTOR**

The Assistant Traveling Director helps with any and all duties assigned to him/her by the Traveling Director. This is a learning position designed to take over the role of Traveling Director at the completion of the term.

### **IN-HOUSE DIRECTOR**

### **BOYS/GIRLS TOURNAMENT DIRECTOR**

The Tournament Director is responsible for the overall coordination of either the Boys or Girls Tournaments, which are typically held in November of each year. The Tournament Director schedules, registers, and receives payment for all teams and works collaboratively with the respective Traveling Director to develop team reciprocity with other organizations. The Tournament Director collaborates with other Board members (e.g., Vice-President, Concession, At Large) to coordinate tournament preparations. The Tournament Director prepares and submits paperwork to MYAS to develop brackets and a master schedule and works with MYAS to make adjustments as needed. The Tournament Director obtains referee and trainer services through established or new contacts, ensures that the correct number of trophies and t-shirts are ordered, and coordinates to the extent needed with the Concessions Director regarding volunteers needed. The Tournament Director is responsible for the compilation/distribution of site and gym books for the respective facilities. The Tournament Director oversees gym setup/takedown, provides overall supervision during the tournament weekend, and must be accessible to deal with problems/conflicts that may arise.

- Identify dates for tournament
- Prepare tournament flyer
- Recruit teams and advertise with MYAS
- Ensure that the tournament web page is updated
- Prepare and submit paperwork to MYAS to obtain bracket services and work with MYAS to build brackets/prepare master schedule
- Obtain referee and trainer services
- Confirm that trophies/t-shirts are ordered
- Update and distribute site and gym books to each facility
- Assist in setup on Friday and Saturday nights and takedown on Sunday night
- Be accessible during tournament to problem solves/deal with issues

## **CONCESSIONS DIRECTOR**

## **FUNDRAISING DIRECTOR**

The primary role of the CBA Fundraising Director is to raise non-fee based monies to pay for supplemental needs such as Positive Coaching Association, equipment, team activities, scholarships, CHS basketball booster support, and facility needs. Funds are generated via multiple means including sponsorships, apparel sales, raffles and fundraisers. The director should have a creative spirit and be a team player to outline fundraising activities that engage the entire organization, engages the players, rallies volunteers and encourages teamwork.

A typical Fundraising year:

- Set targets for fundraising needs for the year
- Outline fundraising plan for the year
- Coordinate fundraising activities including scope, vendors, volunteers, communication, collection of funds, etc.
- Solicit local business and community sponsorships
- Ensure sponsors are represented via advertisement, i.e. website, banners, program, to the association at large
- Track and summarize fundraising success
- Celebrate!

## **UNIFORMS/SHOOTERS CLUB**

### **Traveling Basketball Uniforms**

The director maintains regular communication with the vendor regarding traveling basketball uniforms and traveling basketball coach shirts. The director communicates with the treasurer about invoices and payments. The director attends try-outs for all grade levels to oversee uniform ordering.

1. Assign uniform numbers to 4th graders and any new traveling players in grades 5-8. (uniform numbers 0-55 must end in a 0, 1, 2, 3, 4, and 5 per MYAS regulations).
2. Keep spreadsheets of those rosters year to year so that no numbers in a grade level are duplicated.
3. Attends try-outs with sample uniforms. Coordinates the order form and collects payment.
4. Mass orders the traveling uniforms for all grade levels, boys and girls, in late September once rosters are firmly set.

5. Communicates annually (early August) with vendor about uniform choice, practice jerseys, and A4 shooting shirt style and logo.
6. Communicates annually with vendor about uniform package and individual prices.
7. Communicates annually (early August) with vendor on style and logo for coaching shirts as well as price.
8. Mass orders traveling coach shirts, usually in early October.
9. Picks up the completed order from the vendor and communicates with teams and coaches about uniform pick-up. The deadline for uniform order completion must be October 31.

## **Shooter's and Dribbler's Club**

The Director communicates with all basketball families each May about the summer shooting and dribbling club. The director creates the form and criteria (10,000 shots and 5000 minutes). The director keeps track of the data sent by each participant. The director orders the prizes (usually shirts) for the participants.

1. Email communication to all families in mid to late May about the criteria for summer shooting and dribbling goals. This email previews the fall basketball ceremony. It also promotes the prizes.
2. Communicate in August with the vendor about shirt choice, logo, and cost.
3. Gather the participant data in September (at try-outs, via mail or email).
4. Mass order the shirts in late September with a completion goal by third week of October.
5. Communicate with traveling director about the fall awards ceremony.
6. Pick up shirts. Be present at awards ceremony to recognize and hand out prizes.
7. Communicate with treasurer about invoices and payment.

## **EQUIPMENT**

1. Coordinate with suppliers to purchase equipment for both In-house and Traveling teams each year. This includes basketballs, first aid kit items, equipment bags, scorebooks, coaches' clip boards, whistles and other items needed for teams and CBA Tournaments.
2. Keep an inventory of equipment to see what is reusable at the end of each year and what items need to be reordered.
3. Maintain storage shed during the year for access to equipment bags and any additional items in inventory.
4. Assemble equipment bags at the start of each season.
5. Coordinate the delivery of equipment bags to coaches at the beginning of the season and pick up when season is complete.
6. Have an inventory or access to any additional items needed during the season.

## **COMMUNICATIONS**

The Communications and Website role is responsible for maintaining and updating the CBA Website along with communication. This position works with all other board members in regards to communicating information in those areas. Some of the responsibilities include:

- 1) Sending out email blasts communicating events, updates, CBA discounts, registration, camps, etc.
- 2) Assisting with setting up the website for registration each year.
- 3) Updating the website as needed throughout the year. Examples would be updating sponsor information, adding communication about all events and news, pictures, calendars, etc.

## **REGISTRAR**

## **PCA COORDINATOR**

Integrate the PCA philosophy and practices into the CBA basketball program using training events, handouts, books, signs, community building, Varsity team games, our own tournaments, our website and Facebook. Measure results, reward successes, liaise with PCA. Mentor.