

# Watertown-Mayer Youth Basketball Association

## Board Member Job Descriptions

### **President of the Board**

- organizes, manages, and sets agenda for all board meetings
- coordinates all board members/officers
- oversees all events and operations
- main liaison between Board and varsity coaches

### **Vice President of the Board**

- assists President in overseeing all events and operations
- serves as liaison between board members and President when necessary
- assists all board members with operations/management
- oversees all website needs and updates
- handles all online registration needs
- responsible for posting all tournament related information to website

### **Secretary of the Board**

- attends all meetings and provides written account of previous meetings for Board review
- possesses all legal documents involving the Board, such as insurance documents, coach appraisals, coach background checks, minutes from all meetings that year, copy of the by-laws, etc.

### **Treasurer of the Board**

- organizes and manages all financial distribution pertaining to the Board
- possesses the Board checkbook, credit cards, bank statements, etc.
- responsible for paying all bills associated with Board operations
- provides periodic written account of financial distribution for Board review at meetings

### **Facilities Director**

- organizes practice locations for all traveling and K-3 teams throughout the season
- responsible for all Waconia League related items including, contact, scheduling, etc
- ensures all coaches have access to practice facilities
- oversees clean up of facilities after practices and league games
- acts as liaison between Board/coaches and facilities coordinator for the Watertown Mayer School District
- notifies the schools' facilities coordinator regarding practice cancellations as well so the Board does not get billed for absent gym time
- organizes facility procurement for any special events promoted by the Board each year

### **Equipment/Uniform Coordinator**

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- organizes all uniforms for all teams in the traveling program
- organizes distribution and maintenance of all equipment shared among the teams in the traveling program
- orders all new uniforms, coaches shirts, and equipment requested and approved by the Board
- ensures proper storage of all such equipment and uniforms
- orders and stocks all first aid related items
- responsible for education of players/coaches/parents of proper maintenance of equipment and uniforms

### **Tournament Director**

- oversees all tournament registration needs
- tournaments advertising and marketing
- oversees all tournament brackets and printing
- orders all awards
- oversees tournament set up, clean up and actual tournament day needs.

### **K-3 Coordinator**

- oversees entire K-3 program
- responsible for procuring coaches, setting practice schedule
- main contact with HS Athletic Secretary for setting up halftime games
- oversees and runs end of year party

## **Non-Board Positions**

### **Concessions Coordinator**

- in charge of concessions for all events and tournaments hosted by the Board
- responsible for all ordering, monitoring, & counting
- oversees all processes within the concession stand itself
- helps other officers as necessary to supply food/beverage for other events
- responsible for all vendors regarding contact, set up, and collections

### **Volunteer Coordinator**

- works with the President and Vice President and to recruit and manage the volunteers of the tournaments hosted by the Board, the Rails to Trails 3-on-3 tournament
- works with the other officers, such as Concessions Director, Tournament Director, etc. to help facilitate the organization of these tournaments
- is responsible for ensuring all parents have volunteered the proper amount of time as well as management of the monies involved
- is responsible for all DIBS related items
- is responsible for all Google Docs items for book and clock volunteers

### **Officials Coordinator**

- responsible for procuring and scheduling all officials for hosted tournaments and Waconia League games
- responsible for training of new officials beginning in 9th grade

### **Director of Player and Personnel Development**

- oversees the traveling and K-3 program to ensure all coaches and players in the program are abiding by the doctrines set forth in the by-laws and established program philosophies
- periodically monitors practices to ensure coaches are adhering to program philosophies, practices are being run efficiently and effectively, and players are developing accordingly
- manages prospective coach interviews, coach dismissals, and coach training when necessary
- participates in coaching clinics and player clinics