**Article V - Directors**

**Section 1. President**. The role of the President is to provide leadership for the Board and ensure that all business transacted is in accordance with the mission of the HLC. The President shall have the following duties: 1) set a yearly agenda for the Board, 2) preside over Board meetings and general membership meetings.

**Section 2. Vice President**. The Vice President shall have the following duties: 1) perform the duties of the President in the case of the President's absence, 2) perform other duties as determined by the Board. In the case of vacancy, the Vice President shall automatically succeed to the President position, unless he/she declines.

**Section 3. Secretary**. The Secretary shall have the following duties: 1) attend all meetings of the Board and record all votes and the minutes of all proceedings of the Board, 2) give notice of meetings to members and the Board, 3) maintain Board contact list, documents and records.

**Section 4. Treasurer**. The Treasurer shall have the following duties: 1) Work with all Directors to develop propose and approve an annual budget, 2) maintain and financial records and report to the Board regularly on financial status. The Treasurer shall be authorized to disperse HLC funds per the approved budget.

**Section 5. Boys High School and/or Girls High School Directors**. The High School Directors shall have the following duties:

1) Serve as primary contact between HLC and the High School program.

* Provide schedule of activities to the President including meetings, registration dates, payment deadlines, and season dates.
* Provide costs to the Treasurer to assist in budget preparation.
* Provide needs anticipated for the season to the Facility and Equipment Directors.
* Work with the Website Director to ensure all relevant information is posted and available to members.
* Oversee the collection of funds from high school players, paying the high school athletic department for the season and other fundraising/financing activities performed by their programs.
* Keep the board informed of activities, contracts, requirements, etc. from the MN State High School League and Hastings High School affecting their programs.
* Encourage participation in volunteering and fundraising from the high school players and their parents.
* Encourage growth of the program as a whole.

**Section 6. Association Directors** (1 each for MBSLA- Boys Spring, YLM - Boys Summer, MSSLAX- Girls). The Association Directors shall have the following duties:

1. Serve as primary contact between the HLC and the Association
	* Provide schedule of activities to the President including meetings, registration dates, payment deadlines, and season dates.
	* Provide costs to the Treasurer to assist in budget preparation.
	* Provide needs anticipated for the season to the Facility and Equipment Directors.
	* Work with the Website Director to ensure all relevant information is posted and available to members.
2. Recruit and train coaches and team managers.
	* Maintain a positive relationship with members and players and communicate the need for coaches and team managers to support the growth of the organization.
	* Ensure the Board, coaches and team managers understand and meet the qualifications required by the Association.

**Section 7. Facilities Director.** The Facilities Director shall have the following duties: 1) Maintain a log of facilities used by the HLC including contacts, costs, availability and other required information, 2) work with each Association Director to understand facility needs and provide anticipated costs to the Treasurer to assist in preparation of the annual budget, 3) secure required facilities per the approved budget. The Facilities Director shall be authorized to disperse HLC funds per the approved budget.

**Section 8. Equipment Director**. The Equipment Director shall have the following duties: 1) Maintain a log of equipment owned by the HLC including description, quantity , location, date purchased, vendor contacts and anticipated replacement dates and costs, 2) work with each Association Director to understand equipment needs and provide anticipated costs to the Treasurer to assist in preparation of the annual budget, 3) purchase required equipment per the approved budget. The Equipment Director shall be approved to disperse HLC funds per the approved budget.

**Section 9. Website Director.** The Website Director shall have the following duties: 1) Update and maintain the website to serve the needs of the HLC, 2) ensure the Board is aware of, and able to fully utilize, the capabilities of the website, 3) provide the Treasurer with website costs to assist in preparation of the annual budget.

**Section 10. Fundraising Director.** The Fundraising Director shall have the following duties: 1) Work with the Board to establish fundraising needs for the HLC, 2) Identify and review fundraising opportunities for feasibility, profitability, timing, upfront cost and volunteer commitment required, 3) propose opportunities to the Board for approval, 4) organize and manage approved fundraisers.

**Section 11. Volunteer Director**. The Volunteer Director shall have the following duties: 1) Work with the Board to establish volunteer needs for the HLC, 2) inform membership of volunteer opportunities and requirements, 3) organize manage and track fulfillment of volunteer activities.