

Appendix A: Committee Roles & Responsibilities

Committee Role, Formation and Conduct

Role of Committees – The role of a committee is to discuss topics pertaining to that committee as outlined in this section or as directed by the Board. Committees are responsible for discussing relevant issues and bringing to the Board any resolutions or motions that have passed the committee. Any committee can form subcommittees in addition to the mandatory subcommittees listed in this section.

Committee Chairperson – The chairperson’s role is to coordinate meetings, distribute information, lead the committee meeting and present information to the Board as applicable.

Committee Formation – Committee chairs will be selected or approved by the Executive Committee. If there are more board members volunteering for a committee than policy allows, the members of that committee will be selected by the Executive Committee.

Committee Meetings – Committees should attempt to meet as often as is necessary to conduct their business.

The time, date and location of every committee meeting shall be announced by the Committee Chairperson to the members of the committee via email.

Meetings of the Executive Committee are exempt from the notification requirement.

Communication – To facilitate ease of discussion and increase productivity, some correspondence on committee matters via email is acceptable. This includes providing feedback to committee members and working on draft documents. For a resolution to be passed by a committee, it must be voted on in a scheduled committee meeting, following Section 3.10 of the Bylaws for Executive Committee and Section 3.11 of the Bylaws for Other Committees.

Executive Committee

Membership: Minimum of three and up to five members selected annually by the members of the Board from the entire membership of the Board. The Eden Prairie girls Varsity Coach shall be invited by the Board to be an ex officio member of the Executive Committee. If the Varsity Coach accepts this invitation, the maximum number of members of the committee may be increased to six.

Chairperson: The President shall be the chairperson unless the President is not a member of the committee. In such a situation, the members of the committee who are Board members shall elect a chairperson.

Purpose: Aid the officers in matters concerning the business and affairs of the EPGBA.

Travel Program Committee

Membership: Members should be appointed annually by the Board and members may be either Board members or any volunteers with an interest in the Travel Program. The Board shall determine the appropriate number of members of the committee each year based on the expected workload and membership may be changed as needs change. If more individuals volunteer than are needed to fulfill the committee's purpose, Board members shall be given priority over any non-Board volunteers.

Chairperson: the chair of the committee shall be the VP of Travel. If the VP of Travel is unwilling or unable to serve as chair, the members of the committee who are Board members shall elect a chair.

Purpose: the purpose of the committee is to assist in the operation of the Travel Program and to make recommendations to the Policy Committee regarding EPGBA policies that affect the Travel Program.

The committee includes the following subcommittees:

Tournament Subcommittee

At a minimum the membership consists of two tournament directors and a tournament concessions director. Volunteers are based upon their interest and commitment to contribute. The chairperson is one of the tournament co-directors.

Their purpose is to plan, organize, staff and execute the annual EP travel tournament.

Coach Selection Subcommittee

Three members. The membership consists of: High school varsity head coach or varsity staff member selected by the varsity head coach; and two other members appointed by the Travel Program Committee and approved by the Board.

Their purpose is to interview, select and place all travel head coaches and to interview and slot assistant coaches according to policy.

If the high school varsity head coach or staff member does not desire to be a member of this subcommittee, then an additional Board member or non-Board member will be appointed by the President and approved by the Board. (If the high school varsity head coach or varsity staff member becomes a member of this subcommittee, he or she will be an ex officio member of the Travel Program Committee.)

An individual may be a member of the Coach Selection subcommittee and apply for a head coaching position.

The director(s) of coaching, with assistance from the Coach Selection Subcommittee member associated with the varsity staff, may select paid head coaches from their current season to preselect into a head coaching position for the following season. These coaches, if any, need to be approved by the Travel Committee. Any coach approved by the Travel Committee will then be notified by the EPGBA President. The Coach Selection Subcommittee for the following season would accept these coaches to the coaching roster without going through the interview process, subject to any new relevant information and/or applicable background checks.

In addition to these subcommittees, the following travel responsibilities will be imbedded in this committee: registration, tryout scheduling, tournament scheduling, practice scheduling, uniforms and photos.

In-House Program Committee

Membership: the members of the committee are board members volunteers with an interest and commitment to contribute.

Chairperson: the chair is VP of In-House or someone appointed by the VP of In-House.

Purpose: the purpose of this committee is to review, debate, and make recommendations related to policies and other items related specifically to the in-house program.

The following in-house responsibilities will be imbedded in this committee: registration, evaluation, practice and game scheduling, officials, jerseys and photos.

Finance Committee

Membership: the members of the committee are board members or volunteers with an interest and commitment to contribute.

Chairperson: the chair is the Treasurer, or someone appointed by the Treasurer.

Purpose: the purpose of this committee is to provide financial oversight for EPGBA. This includes budgeting and financial planning, monthly financial reporting, and management of internal controls and accounting policies.

This committee includes the Senior Scholarship Subcommittee.

Senior Scholarship Subcommittee

Minimum of three members. The chair is the Treasurer or member appointed by the Treasurer.

This committee's purpose is to solicit candidates, review applications, interview applicants, and recommend two candidates to the Board for scholarship award.

Marketing and Operations Committee

Membership: the members of the committee are board members or volunteers with an interest and commitment to contribute.

Chairperson: the chair is the Secretary, or someone appointed by the Secretary.

Purpose: the purpose of this committee is to review, debate and make recommendations related to policies/by-laws and other items related to the overall EPGBA program offering that are not specific to the travel or in-house programs. The committee will market and promote the EPGBA programs within EPGBA membership as well as externally via the EPGBA website, social media, and local newspaper agencies.

This committee includes the Policy Subcommittee.

Policy Subcommittee

Members of the committee are board members or volunteers with an interest and commitment to contribute. The committee chairperson is a volunteer.

The purpose of the committee is to craft language regarding policy changes recommended by other committees, as requested. Also to review, debate, and make recommendations related to any existing policy or bylaw or to make a proposal to add to existing policy or bylaw. If a recommendation comes out of Policy Committee that pertains to an area of responsibility of another committee, the Policy Committee's action will cause the responsible committee to take the recommendation under review.

This committee also is responsible for recommending any changes to the Bylaws and for monitoring web site documents for accuracy and ensuring information is up to date.

The following responsibilities will be imbedded in the marketing and operations committee; marketing, sponsorships, website administration, advertising and promotion (social media), and Give and Go Mentoring.

Player Development Committee

Membership: the members include VP of Travel, VP of In-House, Coaching Directors, and the Head Varsity Coach along with any board members or volunteers with an interest and commitment to contribute.

Chairperson: the chair is the President, or someone appointed by the President.

Purpose: The purpose of this committee is to oversee the development of players, provide support and direction to coaches (especially coaches new to the EPGBA program), recommend program improvements where necessary, instill good sportsmanship in players, coaches, and parents throughout all programs, coordinate efforts with EPHS varsity staff, develop and run summer program offerings, and be the "expert" source for player and coach development in both the in-house and travel programs.

The following responsibilities will be imbedded in this committee: Player Development Committee, Spring Programs and Summer Programs.

Travel Team Formation Committee

As specified in Section III.B.2 of the EPGBA Policy Handbook, the second day of Travel program tryouts will focus on travel team formation and will be overseen by the Team Formation Committee, which will be comprised of the following individuals:

Coaching Director(s), Eden Prairie Girls' Varsity Head Coach, additional EP Girls' Varsity Staff Member, and grade-level head coaches. However, Coaching Directors and grade-level head coaches with a child participating in tryouts will not be allowed to join the Committee until after their child has been placed on a team by the other members of the Committee.

The VP of Travel will manage the Team Formation phase, organize and facilitate the work of the Team Formation Committee and advise on the rules, process and impact of the Committee's decisions on the travel program overall. The VP of Travel will not provide input regarding players or team formation and will not be allowed to join the Committee until after his/her child has been placed on a team. An eligible Coaching Director will facilitate the process until the VP of Travel is eligible to participate.

No changes to this committee's roles, responsibilities, or membership may be made without consent of the EPGBA Board.