

Plano West Lacrosse Club

Board of Director and Committee Positions

The Board of Directors is the governing body of the Plano West Lacrosse Club as described in its bylaws. The Board is responsible for:

- Reading and signing the PWLC Board of Directors Code of Conduct Form
- Attending monthly Board meetings and present all updates/issues to the Board
- Operating Club affairs in a manner that allows the Club to meet/exceed its objectives
- Communicating with coaches and parent members
- Maintaining a general oversight of the Club issues and policies with a long-term focus in mind
- Preparing an annual budget, and making it available to club members in a timely manner, and addressing all other financial matters
- Dealing with legal matters as they impact the Club
- Complying with PWLC Bylaws and Policies & Procedures as well as associated League(s) and US Lacrosse requirements
- Enforcing the rules of the PWLC according to the Club's Disciplinary Policy
- Promote and maintain a positive and productive attitude toward the Club.

President - The President will be responsible for league relations, city relations, school board relations, governing body relations (e.g., US Lacrosse). The President serves as the chief spokesperson for the League and official representative at community events. The President shall preside over all business meetings of the Board. He/she can be an ex-officio member of all committees and shall represent the Club as necessary. The President shall have signature authority on Club bank accounts and contracts. The President shall recommend a minimum of three (3) members to an Advisory Committee upon taking office. The President shall also recommend the two (2) additional members of the Coach Committee. Both the Advisory Committee and Coach Committee will be approved by the Board at the first Board meeting of the fiscal year.

Vice President - The Vice President will be responsible for internal operations of the club, insurance, marketing, recruitment, and registration. The Vice President shall assume the operational duties of the President in his/her absence. The Vice President shall oversee general committee administrative and reporting, except fundraising.

Secretary - The Secretary shall keep a record of all Board and Club meetings, manage Club communications, maintain Club meeting schedules and coordinates the annual baseline concussion screening for athletes.

Treasurer - The Treasurer will be responsible for the Club's finances and budget, audit, contractor compensation, and expense disbursement and reimbursement. The Treasurer shall have custody of all funds of the Teams and Club, retain financial records and ledgers including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks for seven (7) years. Signatories are designated as President, Vice President, and Treasurer. Treasurer shall present the financial status of the Club at monthly Board meetings. The Treasurer maintains records of all fees and payments, submitting books to the auditing committee as requested, and files any necessary tax reports for city, county, state, and federal entities.

Treasurer Elect - The Treasurer- elect serves one year as a non- voting Board Member. Assumes the duties of the Treasurer in his/her absence. Provides support to the Treasurer.

Fundraising Director - The Fundraising Director will be responsible for overseeing all Club fundraising activities including but not limited to gala, sponsorships, and partnerships.

High School Program Director - Under the direction of the Club President with input from the High School Head Coach, the High School Program Director is responsible for supporting league-specific budget management, registration, membership compliance, risk management, volunteers and will serve as the league liaison to governing bodies. The High School Program Director will manage the High School Teams to be in compliance with the associated leagues' governing bodies, and be responsible for communications with Active Athlete Members as it pertains to among other things schedules, notices, newsletters, etc. for the High School Teams.

High School Coordinator - Under direction of the Club President and High School Director, the High School Coordinator will provide support for league logistics including but not limited to field reservations, game scheduling, game-day activities, lining fields, time keepers, and site administration.

Youth Program Director - Under direction of the Club Vice President with input from the High School Head Coach, the Youth Program Director is responsible for supporting league-specific budget management, registration, membership compliance, risk management, volunteers, and will serve as the league liaison to governing bodies. The Youth Program Director will manage the Youth Teams to be in compliance with the associated leagues' governing bodies, and be responsible for communications with Active Athlete Members as it pertains to schedules, notices, newsletters, etc. for the Youth Teams.

Youth Coordinator - Under direction of the Club Vice President and Youth Program Director, the Youth Coordinator will provide support for league logistics including but not limited to field reservations, game and practice scheduling, game-day activities, lining fields, time keepers, and site administration.

Parliamentarian - The Parliamentarian serves as a non-voting Board Member. The Parliamentarian will be responsible for the rules of order and the proper procedures for the conduct of meetings and will serve as procedural advisor of the Nominating Committee.

Plano West Lacrosse Club Committees

Recruiting Committee – The purpose of the Recruitment Committee is to introduce new players to the sport and encourage them to register to play with PWLC. Includes 3 members from Youth and 3 members from High School. Reports to the Vice President.

This will include:

- Schedule “Beginner Clinics”; coordinate coaches and high school volunteers to run “Beginner Clinics”
- Encouraging existing players to bring their friends to a lacrosse recruitment event or to an age-appropriate practice
- Bringing extra gear from storage unite ie. pads, stick, helmet, to all recruitment events or to a practice where a potential player will be present
- Introducing potential players to coaches and existing players
- Introducing potential player parents to existing parents
- Understanding the eligibility issues - confirm players are attending the correct feeder schools
- Talking with potential player parents about the sport, answering their questions
- Helping new players secure equipment, uniform, directions to practice fields, etc.

The Committee should also explore other ways to introduce lacrosse to potential players:

- Better use of the Facebook/Twitter/Instagram pages work with Social Media chair
- Work with PISD to hand out recruitment flyers at elementary and middle schools
- Hand out recruitment flyers at other business that cater to youth athletics/athletes
- Provide incentives to current players to bring in new players

Fundraising Committee - The purpose of the Fundraising Committee is to raise money to support PWLC and keep registration fees at an affordable level. Reports to the Fundraising Director.

Fundraising sub-committees:

- Corn Hole Tournament (Fall) - plans and executes a Corn Hole Tournament
- Corporate Sponsorships (Fall & Spring) - secures corporate sponsors for the Club
- Spirit Nights (Fall & Spring) - schedules restaurant and other retailer Spirit Night/Give Backs throughout the year
- Black & Blue Family Event (Spring) - plans and executes a family fundraising event
- Annual Program – Produces the annual program, solicits advertisers/sponsors, oversees distribution of the program
- Discount Cards - coordinates the sale of Discount Cards

Team Managers - Youth - The purpose of the Team Managers is to send out team specific communications including registration deadlines, practice schedules, upcoming games and other events. Reports to the Youth Coordinator.

Game Day Committee - Youth - The purpose of the Game Day Committee is to ensure all Youth home games are adequately staffed with field set-up and tear-down help, time keepers, scorekeepers, and a field administrator. Reports to the Youth Coordinator.

Equipment/Uniform - High School – The purpose of the Equipment/Uniform committee is to coordinate home game setup, tear down, gate entry, announcer and concessions along with the distribution of uniforms. Reports to the High School Coordinator.

High School Events - The purpose of the High School Events Committee is to plan and execute the High School Banquet, Plano West parade float and Senior Night. Reports to the High School Director.

Public Relations - The purpose of the Public Relations Committee is to increase and improve public awareness of PWLC and build relationships with local media. Experience in Social Media Marketing and access to Facebook, Twitter, Instagram, LinkedIn, YouTube, and other online networking areas that the Club may wish to use to advertise or promote events. Reports to the Vice President.

Website Coordinator – The purpose of this Website Coordinator is to ensure our messaging is clear and up to date on the website and matches what has been posted on other social media platforms. This position is part of the Public Relations committee.