

WBA Board Member Positions

Board Positions	Responsibilities Include
President	<ul style="list-style-type: none"> o Create agenda and facilitates WBA meetings o Represent WBA in community discussions and events o Provide direction for board members as needed o Co-Liaison to ISD 110 Athletic Director with Director of Program Development o Coordinate with Treasurer on the creation of the annual budget o Create and administer mid-year and EOY surveys. Collate results and report findings to board o Responsible for assuming or delegating any responsibilities of open board positions until that position is filled o Coordinate coach interviews and hiring with Directors of Program Development and President
Director of Culture	<ul style="list-style-type: none"> o Act as association Culture Keeper - point person of grievance process/conflict management o Liaison with PCA, schedule PCA trainings, enforce PCA culture within association o Enforce Code of Conducts (Coaches, Players, Parents, and Board) o Liaison with MYBA o Manage incoming feedback received from the website o Coordinate coach interviews and hiring with Directors of Program Development and President
Director of Operations	<ul style="list-style-type: none"> o Create annual event calendar and ensure timelines are met o Coordinate with Treasurer on the creation of the annual operating budget o Manage Tryout Process (advertising, communications, registration link, logistics) and Tryout Point Person o Assist with coach interviews o Partner with Tournament Directors regarding team registrations and deadlines for WBA tournament o Fulfill the responsibilities of the President in the event that the President is unavailable o Create and administer mid-year and EOY surveys. Collate results and report findings to board o Manage and update the WBA Bylaws and Handbook as needed
Co-Director of Program Development	<ul style="list-style-type: none"> o Create and maintain the development program and player experience o Oversee the process of selecting and hiring coaches (applications and interviews) o Provide instruction and resources to coaching staff o Serve as the primary liaison between the WBA Board and the High School programs o Create, distribute, and collect player evaluation forms o Responsible for collecting end of season coach evaluations o Coordinate in season and off season training with outside trainers (Summer Training Program) and generate a list of off season training options outside of WBA offerings. o Coordinate weekly/monthly training with outside trainer during the season (In Season Training) o Coordinate coach interviews and hiring with Directors of Program Development and President o Research and hire evaluators for Try-Out weekend o Oversee the Player Development Committee to achieve season goals set by Board of Directors

Board Positions	Responsibilities Include
Director of Communications	<ul style="list-style-type: none"> o WBA Webmaster - including but not limited to: updating all webpages, creating new pages for each season (tournament pages, team pages), rostering players, creating registrations, working with Director of Volunteer to create links for Square payments, update training for players to website, answer/troubleshoot all problems that parents and coaches have regarding SportsEngine o Admin for the Google Suite - set up groups, create email addresses for all new board members, add people to certain groups (coaches, board, etc) o Sending organization communication to families of players in the organization o Facilitate any misc administrative needs o Manage incoming feedback received from the website
Tournament Director	<ul style="list-style-type: none"> o Point person for boys or girls home tournament o Responsible for selecting and registering teams in their season tournaments based on grade and playing level o Coordinate with Director of Finance to ensure tournament entries are paid for in time to ensure spots o Coordinate marketing of WBA tournament to other communities and recruit teams to participate in our WBA Tournament o Work with tournament scheduling vendor to provide tournament schedule o Oversee brackets (printing, coordinating, etc) o Ensure teams are scheduled for allotted tournaments based on WBA guidelines. Manages additional tournament requests from teams. o Provide approval for tournament participation o Serve as primary point of contact for team managers or coaches regarding tournament placement o Manage Site Managers and coordinate referees (hire, pay, etc) o Verify and publish tournament rules annually prior to home tournament o Seek and hire Referee company for home tournament(s) o Seek and hire Athletic Trainers for home tournament(s)
Director of Finance	<ul style="list-style-type: none"> o Collect fees, pay expenses & balances/manages the WBA bank account o Oversee budget o Report on the financial health of the organization at monthly board meetings o Manage incoming tournament & event funds (cash boxes, counting money, depositing funds) o Partner with Director of Scheduling to negotiate gym rental contacts o Responsible for submitting our State and Federal Taxes o Reviews all associations fees (tryout, registration, volunteer) annually o Create WBA Annual Budget and obtain board approval o Obtain WBA Board approval to spend outside of approved budget o Orders and Manages cash flow during both home tournaments o Seek community sponsorships
Director of Fundraising & Events	<ul style="list-style-type: none"> o Build a comprehensive fundraising program to achieve budgeted fundraising goal o Plan and execute annual fundraiser(s) o Initiate and organize pre-season WBA social events (Hoppers & Culvers) o Coordinate picture night for all WBA Teams o Facilitate Pop Shot events during varsity games o Collaborate with varsity basketball programs on Youth Night for WHS GBB and Black Out for WHS BBB to include a WBA presence o Coordinate with the Director of Communications to advertise events and communicate fundraiser communication

	<ul style="list-style-type: none"> o Work with the Director of Volunteering for event volunteer needs o ** Oversee the Fundraising and Event Planning Committee
Director of Volunteering	<ul style="list-style-type: none"> o Collects and tracks payments for association (tryout fee, season registration fee, volunteer check, summer training fee, etc.) o Coordinates volunteers for WBA (tryouts, picture day, events and tournaments) o Responsible for creating and maintaining online signup and follow up communications to ensure volunteer positions are filled o Track volunteer hours and processes checks for non-compliant families o Manages accountability system for committee positions to ensure full 8 hours of required volunteering is met o Track volunteer hours and report to the Director of Finance
Director of Equipment & Apparel	<ul style="list-style-type: none"> o Managing equipment for the season (ball bags, first aid kits, basketballs, practice jerseys, etc.) o Manage player uniforms ordering process o Manage WBA apparel for season o Manage signage (banners, signs, yard signs, etc) o Oversee the WBA Uniform & Apparel Committee
Director of Tournament Operations	<p>Tournament Operations - operations outside of gym</p> <ul style="list-style-type: none"> o Coordinate concession stand activity (setting menu, ordering inventory, ISD110 food service relationship, concession layout, concession volunteers, etc) o Organize and distribute all signage (outdoor & indoor) for tournament o Order and coordinate distribution for tournament awards o Oversee the WBA Tournament Operation Committee
Director of Scheduling	<ul style="list-style-type: none"> o Secure gym space in Waconia and surrounding areas for WBA functions (practice, tryouts, tournaments, picture day, Midwest 3 on 3) o Monitor gym space for each team and ensure that all teams are receiving the appropriate practice time, duration and space as documented in the practice schedule guidelines o Work with coaches on preferred practice schedule o Liaison with Midwest 3 on 3 o Be point person for all gym facilities o Work with the Treasurer on gym contract negotiation, billing and payment arrangements
Director of Community Relations	<ul style="list-style-type: none"> o Manage our WBA Social Media accounts and other channels to promote the WBA o Create social media posts to promote WBA information, events, fundraisers, player highlights, contests, etc o Manage Shot Club Program o Manage Merchandise Vendors at boys and girls home tournaments o WBA promotion and advertising, overall public relations for WBA
General Board Member	<ul style="list-style-type: none"> o Explore MN game tickets and bussing o Entry level position on the Board o Supports all other Board members as needed o Serve on a minimum of one committee while holding General Board Position