

Board Positions

The president, secretary, and treasurer are the officers of the corporation as defined in the by-laws and are elected on a yearly basis. The officers of the corporation may, but are not required to be, members of the Board of Directors of the corporation. The board may also appoint one or more vice presidents and such officers and agents that it deems necessary. Those additional positions as currently organized are also described below.

President

- Manage the property and affairs of the club, subject to the control of the board of directors
- Call for an annual meeting of the board in January or February of each year and board meetings at other times during the year at the president's discretion
- Preside at meetings of the board of directors
- Support the other board members in their activities
- Serve as a spokesperson for the club

Secretary

- Work with the president to schedule board meetings
- Take notes at board meetings as a record of the decisions and actions of the board and disseminate them to the board
- Call for special meetings of the board if requested by not less than $\frac{1}{3}$ of the directors then in office

Treasurer

- Track income and expenses for the club and report an updated summary at each board meeting
- Prepare a yearly financial report
- Prepare any required tax documentation
- Collect and deposit checks from the PO Box
- Write checks for expenses and reimbursements as needed
- Collaborate with the Fundraiser

Executive Director

- Manage property and affairs of the club, subject to the control of the board of directors
- Serve as a spokesperson for the club
- Outreach to school PE classes to teach lacrosse
- Support the other board members in their activities

Vice President

- Preside at board meetings when the president is absent

Fundraiser

- In collaboration with the Public Relations officer, identify and execute fundraising activities such as spirit wear sales, restaurant fundraisers, solicitation of donations from alumni and other community members (e.g., Give Local), sponsorships via the web site, social media, and/or signage at events, and grants (e.g., Community Glves).

Boys Program Director

- Manage the boys youth spring lacrosse program
- Make decisions about play-up or play-down requests
- Prepare a schedule of games and tournaments during the spring season in collaboration with coaches, other area clubs, and tournament directors

Girls Program Director

- Manage the girls youth spring lacrosse program
- Prepare a schedule of games and tournaments during the spring season in collaboration with coaches, other area clubs, and tournament directors
- Make decisions about play-up or play-down requests

Public Relations

- Lead the promotion of club activities in the newspaper, social media, etc.
- Prepare a quarterly newsletter for the club
- Globally manage brand/image of the club

Tournament Director

- Lead the planning and execution of the Honor the Game spring tournament

Committee Positions

Registration Coordinator

- Manage the spring registration process and uniform orders

Field Maintenance

- Arrange for field locations for spring games and practices

- Coordinate with coaches and parent volunteers to paint field lines for use during the spring season

Asset Manager

- Manage the assets of the club such as loaner equipment, coach's supplies, etc. and ensure that the necessary equipment is available and in good condition before each spring season

Indoor Winter Lax

- Organize the winter lacrosse program at the Midland Civic Arena

Coach and Safety Manager

- Recruit coaches and ensure that they complete relevant training and certification
- Ensure that the club is maintaining high standards of player safety and proper use of safety equipment

Spirit Wear

- Organize the sale of spirit wear (typically early in the spring season and again before the Christmas holidays)

Website

- Maintain the club web site