

## **BOARD RESPONSIBILITIES**

### **President**

- Scheduling, chair of board meetings
- Primary Board point of contact for Coach
- Primary point of contact for program questions from parents
- Sets/maintains club planning calendar
- Support board in their roles as outlined below
- Team summer camps (research options, prices, coordinate schedule/details with teams parents)
- Coordinate tryouts with board/coach (see tryout to-do list)
- Coordinate commitment night

### **Vice-President**

- Work with committee chairs (outlined below) to manage fundraising efforts including:
  - Sponsorships
  - Concessions
  - Spiritwear
  - Paint can
- Shadows President
- Presumptive President in subsequent year

### **Treasurer**

- Maintain and report to full board on budget status
- Set up/manage PickleJuice
- Process invoices
  - Assign correct account code
  - Route for board approval
  - Forward to Umbrella Board treasurer
  - Manage any follow up questions from vendors/board
- Make cash deposits/withdrawals as needed

### **Secretary**

- Take meeting notes and maintain a record of actions/decisions
- Work with committee chairs (outlined below) to oversee events including:
  - Senior night
  - End-of-season banquet
- Liaison with Jr. Knights
  - Summer camp
  - Tryouts
  - Team parent support

### **Communications**

- Consult on communications strategy throughout the season

- Update website including: schedules, scores, rosters, headshots, team news/announcements and sponsor logos
  - Support team parents by:
    - Training, establishing responsibilities
    - Serving as primary point of contact for board
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## **Committee Chairs**

### **Sponsorships**

- Active: May-Oct
- Works with VP/board to develop sponsorship strategy
- Primary point of contact for sponsors
- Coordinates sponsor rewards (spiritwear, banners, etc.)

### **Concessions**

- Active: Aug-Oct
- Work with VP/Board to acquire concessions
- Determine dates for concessions (based on number of teams)
- Recruit volunteers
- Manage inventory
- Ensure that proceeds are delivered to the treasurer

### **Spiritwear**

- Active: May-Aug
- Work with VP/board to identify spiritwear options
- Serve as primary contact for spiritwear vendor
- Manage spiritwear orders and delivery to players

### **Paint can fundraiser**

- Active: Aug
- Work with Secretary to update plans
- Manage promotion/communication of event
- Organize player/parent volunteers (via SignUp Genius)
- Serve as primary point of contact with the recycling company

### **Senior Night**

- Active: Aug-Sept
- Work with Secretary to update plans
- Coordinate senior gifts
- Coordinate flowers/cake
- Coordinate photographer

### **End-of-season banquet**

- Active: Aug-Nov
- Work with Secretary to identify venue, budget (with Board approval)
- Serve as primary point of contact with venue
- Coordinate decorations, cake and photographer