

# La Crosse Lightning Lacrosse Club

## Board of Directors Positions and Standing Committees December 2015

### Board of Directors

#### President

The **PRESIDENT** shall be the Chief Executive Officer of the La Crosse Lightning Lacrosse Club and shall preside at all meetings, including the Board of Directors and Executive Committee, except for the Nominating Committee. The President shall appoint the Chairpersons of all standing committees; subject to the approval of the Executive Committee. The President shall render a report on the activities of the La Crosse Lightning Lacrosse Club at the annual meeting.

#### Vice-President

The **VICE-PRESIDENT** shall perform all the duties and exercise all powers of the President in the absence of the President and be responsible for other activities and projects assigned by the President and /or the Board of Directors. The Vice-President shall also oversee activities undertaken by the Fields & Facilities Committee.

#### Treasurer

The **TREASURER** shall be the Chief Financial Officer and shall receive all funds and dues paid to the La Crosse Lightning Lacrosse Club. The Treasurer shall deposit such funds and dues in the name of the corporation in such financial institutions as the Board shall designate from time to time. The Treasurer shall pay all bills for the corporation after these bills have been certified and approved by the President. The Treasurer shall keep or cause to be kept in suitable form, detailed accounts of the assets, liabilities, receipts and disbursements of the corporation. The books shall be open at all times for examination or audit by the auditors or such representatives of the Board of Directors as it may designate from time to time. The Treasurer shall render a report at each Board Meeting and general meeting, and shall submit an annual report. All expenditures voted by the Board of Directors should be listed in the Annual Treasurer's Report.

#### Secretary

The **SECRETARY** shall keep an accurate record of the proceedings of all meetings of the La Crosse Lightning Lacrosse Club, the Board of Directors and the Executive Committee. The records shall be open at all times to reasonable inspection of any member of the Lightning Lacrosse Club. In the absence of the Secretary, the President shall appoint a temporary recording secretary. A copy of all minutes shall be sent to the President. The Secretary shall also oversee activities undertaken by the Webmaster/Social Media and Advertising/PR Committees, to ensure a clear and consistent message about the activities of the Club are disseminated.

### Past-President

The **PAST-PRESIDENT** shall serve as an advisor to the President in any way deemed necessary by the President. He or she shall serve as the parliamentarian at all meetings. The Past-President will also oversee the implementation and function of the Nominating Committee.

### High School Representative

The **HIGH SCHOOL REPRESENTATIVE** shall serve to represent all players and families from our High School JV and Varsity teams. He or she shall serve as the liaison between the Board of Directors and the families to ensure all Club activities are being communicated to the families, and that team/family concerns are brought forward to the Board.

### Youth Representative

The **YOUTH REPRESENTATIVE** shall serve to represent all players and families from our youth teams. He or she shall serve as the liaison between the Board of Directors and the families to ensure all Club activities are being communicated to the families, and that team/family concerns are brought forward to the Board.

### Coaching Director

The **COACHING DIRECTOR** shall serve to represent all coaches from all Lightning Lacrosse Club teams. He or she shall ensure that properly vetted and certified coaches are appointed for all teams, and that these coaches will proceed upon a course of instruction so as to improve player skills and development. They shall also ensure all Club expectations are being communicated to the coaching staff, and that coaching staff concerns are brought forward to the Board. This person will also be responsible for the establishment of a game schedule for all teams, and will coordinate with the Equipment Coordinator to ensure players will be properly equipped.

### Fundraising Chairman

The **FUNDRAISING CHAIRMAN** shall serve as the coordinator for all fundraising activities of the La Crosse Lightning Lacrosse Club. He or she will secure a committee of people interested in facilitating one or more fundraising activities as approved by the Board of Directors. This person will oversee the Clothing and Picture Coordinators.

## **Standing Committees**

### **Registrar**

The **REGISTRAR** shall serve as the primary person for conducting all registration activities for the La Crosse Lightning Lacrosse Club. They shall ensure location and timing of registration, and will develop all documentation and procedures to complete the registration process. They shall collect all forms and monies, and will relay all collected information/funds to the Secretary and Treasurer.

### **Webmaster/Social Media**

The **WEBMASTER/SOCIAL MEDIA CHAIRMAN** shall serve as the primary person for coordinating our Club's presence on the World Wide Web. He or she is responsible for regularly updating our webpage with important information, photographs, schedules, and results. This person will also ensure that our Social Media pages are kept fresh with the latest information, to not only inform Club families, but also potential players outside our club. He or she will routinely coordinate with the Secretary.

### **Advertising/PR**

The **ADVERTISING/PR CHAIRMAN** shall serve as the primary person for coordinating our Club's advertising and public relations activities. He or she is responsible for regularly updating media outlets with scores, results, game summaries, tournaments, etc. as appropriate. They will also look for ways to get the Lightning Lacrosse Club more visible in the community, through advertising, volunteer opportunities, or other activities. He or she will routinely report activities to the Secretary.

### **Fields & Facilities**

The **FIELDS & FACILITIES CHAIRMAN** shall serve as the primary person for coordinating the various fields and facilities that our Club will utilize. He or she is responsible for ensuring agreements for field use are in place for the season, and that fields will be prepared and ready for games and practices. They also secure indoor space for use during periods of inclement weather. They will search out new agreements as necessary to accommodate Club growth or changes. He or she will routinely report to the Vice-President.

### **League Representative**

The **LEAGUE REPRESENTATIVE** shall serve as the liaison to any league that Lightning Lacrosse Club teams participate in. He or she is responsible for regular attendance at League Meetings, to report our Club status to the League as appropriate, and to bring issues and concerns from the League level back to our Board of Directors.

### **Clothing Coordinator**

The **CLOTHING COORDINATOR** shall serve as the person responsible for ensuring that Club merchandise and clothing options are available for purchase during the season. He or she is responsible for coming up

with ideas for new items and ensuring that members can obtain items to represent our club. This person will coordinate directly with the Fundraising Chairman.

### Picture Coordinator

The **PICTURE COORDINATOR** shall serve as the person responsible for ensuring that team photographs will be taken each year. He or she is responsible for securing a photographer, and setting up dates and locations with each team. This person will coordinate directly with the Fundraising Chairman.

### Equipment Coordinator

The **EQUIPMENT COORDINATOR** shall serve as the person responsible for ensuring that the Club has an inventory of equipment that can be used by players. This can be new equipment for purchase, or can be an inventory of rental equipment. He or she is responsible for coordinating with the Coaching Director to acquire adequate equipment for all age levels as appropriate, and will maintain a detailed inventory listing of all Club equipment. They will be responsible for handing out equipment and ensuring that deposit checks are obtained as outlined by the policies.