

FLHC Board Member and Coordinator Job Descriptions

President

- Will preside at all meetings of the FLHC.
- Will be responsible for acquiring background checks for coaches and board members in collaboration with FLAAA.
- Will appoint such committees as he or she or the Board of Directors consider expedient of necessary.
- Will serve as ex-officio member of all standing committees.
- Will work with the Treasurer to present a yearly budget to the Board of Directors for approval.
- Maintain detailed position description, written information and materials essential for use in transition
- of this position to the succeeding board member.
- Coordinate Parent Information Meeting
- Coordinate Annual Meeting
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tournament.

Vice President

- Assist the President with the above noted duties as designated by the President and assume those duties and powers in the absence of the President.
- Maintain detailed position description, written information and materials essential for use in transition
- of this position to the succeeding board member.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tournament.

Secretary

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will keep the minutes of all meetings of the FLHC and Board of Directors and will present such minutes at the next meeting for approval by the Board of Directors. Collaborate with webmaster on posting of meeting minutes/agenda.
- Will notify the membership of the FLHC of the Board of Directors meetings.
- Will maintain FLHC's Bylaws.
- Will maintain the post office box and voicemail.
- Maintain detailed position description, written information and materials essential for use in transition
- of this position to the succeeding board member.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tournament.

Treasurer (past experience with financial statement preparation, budgeting and QuickBooks preferred)

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will have charge of all receipts and moneys of the FLHC.
- Shall deposit them in the name of the FLHC, in a bank approved by the Board of Directors.
- Will disburse funds as ordered or authorized by the Board of Directors.
- Will report the financial status of the FLHC to the Board of Directors at each meeting.
- May delegate financial matters regarding the traveling program to the Girls and Boys Coordinators.

- Will prepare an annual budget under the President's direction for approval by the Board of Directors.
- Will ensure the accuracy of the FLHC financial statements.
- Will be the liaison with the designated bank regarding all FLHC accounts and balances.
- Maintain detailed position description, written information and materials essential for use in transition
- of this position to the succeeding board member.
- Will manage the FLHC fundraisers' cash proceeds and prepared a financial summary for the Board of
- Directors for each event.
- Responsible for oversight of all tournament cash—initial cash boxes, cash pick-up, counting and
- depositing.
- Will reconcile all of the receipts and disbursements as follows:
 - All player registrations with the Registration Coordinator and FLHC.
 - All FLHC team tournament entries/withdrawals with the respective Girls and Boys Coordinator.
 - All tournament entries/withdrawals with the Tournament Director.
 - All Concessions activity with the Concessions Coordinators.
 - All Admissions activity with the Tournament Director.
 - All Equipment activity with the Equipment Coordinator.
- Will perform other financial analysis as needed.

Scheduling Coordinator

- Will manage the scheduling of facilities for FLHC events, such as practice-times, tournaments.
- Will evenly distribute the allocated gym time among the boys and girls teams.
- Will prepare and distribute a schedule of assigned practice times for each grade level.
- Will manage and communicate the cancellation of facility use.
- Will ensure facility use is managed within the FLHC budget.
- Maintain detailed position description, written information and materials essential for use in transition
- of this position to the succeeding board member.

Equipment Coordinator

- Will be responsible for FLHC equipment
- Will purchase, issue, and collect equipment and supplies
- Will maintain a detailed equipment inventory
- Will develop an FLHC equipment budget for Board approval
- Will manage the FLHC equipment within budget
- Will reconcile all equipment purchases, returns and sales with treasurer
- Maintain equipment inventory in storage area
- Will handle issues and concerns regarding equipment
- Maintain detailed position description, duties, written information
- transition of this position to the succeeding board member.

Girls Coordinator and Boys Coordinator

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will be responsible for overseeing the activities for their respective programs.

- Will be responsible for assisting in coordinating the coach interview, selection and recommendation process,
- including providing the final coach candidate rankings, for their respective program.
- Will participate in the interview process for the coaches applying for their respective program.
- Will coordinate coaches meeting and all materials presented to assist Head and Assistant Coaches during the season.
- Will plan for, schedule and communicate tournament information for their respective teams.
- Will be responsible to ensure the individual teams, players and coaches are following the spirit and letter of these bylaws and the Player, Parent and Coaches Code of Conduct.
- Will be the first point of contact for the FLHC coaches.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding board member.
- Will compile and submit rosters for State tournament in collaboration with Head Coaches
- Will handle issues and concerns regarding their respective teams.
- Will serve as team liaison to assigned teams.

Webmaster

- Update and maintain website.