

Watertown-Mayer Youth Basketball Association
Board Member Job Descriptions

President of the Board

- Organizes, manages, and sets agenda for all board meetings
- Coordinates all board members/officers
- Oversees all events and operations
- Main liaison between Board and varsity coaches

Vice President of the Board

- Assists President in overseeing all events and operations
- Serves as liaison between board members and President when necessary
- Assists all board members with operations/management
- Oversees all website needs and updates
- Handles all online registration needs
- Responsible for posting all tournament related information to website

Secretary of the Board

- Attends all meetings and provides written account of previous meetings for Board review
- Possesses all legal documents involving the Board, such as insurance documents, coach appraisals, coach background checks, minutes from all meetings that year, copy of the by-laws, etc

Treasurer of the Board

- Organizes and manages all financial distribution pertaining to the Board
- Possesses the Board checkbook, credit cards, bank statements, etc
- Responsible for paying all bills associated with Board operations
- Provides ongoing written account of financial distribution for Board review at meetings

Facilities Coordinator of the Board

- Organizes practice locations for all traveling and K-8 teams throughout the season
- Responsible for all Waconia League related items including, contact, scheduling, etc
- Ensures all coaches have access to practice facilities
- Oversees clean up of facilities after practices and league games
- Acts as liaison between Board/coaches and WM district facilities coordinator
- Notifies the schools' facilities coordinator regarding practice cancellations
- Organizes facility procurement for any special events promoted by the Board each year

Equipment Coordinator of the Board

- Organizes distribution and maintenance of all equipment shared among the teams in the traveling program
- Ensures proper storage of all equipment
- Orders and stocks all first aid related items
- Responsible for education of players/coaches/parents of proper maintenance of equipment
- Orders all awards for tournaments and senior scholarship

Apparel/Uniform and Social Media Coordinator of the Board

- Organizes all uniforms for all teams
- Orders and sets up all new uniforms, coaches and Board shirts approved by the Board
- Ensures proper storage of all uniforms
- Oversees all Social Media including creating graphics

Tournament Director of the Board

- Oversees all tournament registration needs
- Tournaments advertising and marketing
- Oversees all tournament brackets and printing
- Oversees tournament set up, clean up and actual tournament day needs.

K-2 Coordinator of the Board

- Oversees entire K-2 program
- Responsible for assisting coaches, setting practice schedule
- Main contact with HS Athletic Secretary for setting up halftime games
- Oversees and runs end of year party
- Oversees Winter and Summer youth camps

Concessions Coordinator of the Board

- Oversees concessions for all events and tournaments
- Responsible for all ordering, monitoring, and counting inventory
- Oversees all processes within the concession stand
- Responsible for all vendors

Director of Communications of the Board

- Develops all email Communication
- Ensure clear and consistent communication
- Collaborates with all roles on the Board
- Coordinates special events as needed

Fundraiser Coordinator of the Board

- Plan, execute and monitor annual fundraising efforts
- Collaborate with the school and Head Varsity Coaches on fundraising goals
- Submit financial requests

Coach and Player Development Coordinator of the Board

- Oversees and mentors the development of both coaches and players
- Partners with Varsity Head Coaches to assist with the design and implementation of player and coach training programs
- Provide Mentorship and support to coaches and foster a positive and inclusive environment for player development on and off the court
- Design and implement coach development programs to enhance coaching skills, strategies and techniques
- Provide coach workshops and training sessions as needed
- Assist in player assessments and evaluations to determine skill levels, strengths, and areas for improvement
- Maintain open and transparent communication with parents regarding player development goals, progress, and expectations.
- Ensure all coaches and players in the program are abiding by the doctrines set forth in the by-laws and established program philosophies
- Periodically monitors practices to ensure coaches are adhering to program philosophies, practices are being run efficiently and effectively, and players are developing accordingly
- Manages prospective coach interviews, coach dismissals, and coach training when necessary
- Coordinates player clinics and open gyms

Non-Board Positions:

Volunteer Coordinator

- Works with the President and Vice President to manage volunteer hours of home tournaments
- Works with the other officers, such as Concessions, Tournament Director, etc. to help monitor needs of Volunteer hours for these tournaments.
- Manage the open and close of volunteer sheets, to be distributed by the Board.
- Prints volunteer sheets for tournament day.
- Responsible for reconciling volunteer hours. Provide the Board with year end results for Board to process as needed
- Responsible for all volunteer related items

Officials Coordinator (Tri-County Basketball Association)

- Responsible for scheduling all officials for home tournaments and Waconia League games
- Responsible for coordinating training of new officials beginning in 9th grade