

Roles and Responsibilities

President

- Lead Meetings
- Tie breaking vote if necessary
- Lead conversations with outside organizations
- Manage conversations and resolutions for complaints
- Attend other organization meetings (i.e. Lions clubs, Village/Town Hall)

Vice President

- Support President in duties
- Support all directors as needed
- Attend other organization meetings (i.e. Lions clubs, Village/Town Hall)
- Lead meetings when President is absent

Football Director

- Coordinate with Varsity football coach
 - Youth night
 - Mom's practice
 - Goals for program
- Determine gear needs
- Communicate with parents and work to get helpers for the season.
- Update football content on CSCR website

Administrator

- Manage email account
- Respond to inquiries to the rec from social media, email, website
- Check PO Box weekly
- Assist with treasurer duties
- Assist all directors, VP, President as needed
- Create and distribute weekly newsletters
- Social media posts
- Manage Google Drive
- Create monthly agenda and distribute
- Print agenda and any other documents in preparation for meetings
- Take meeting minutes
- Assign tasks post meeting, finalize minutes and distribute

Volunteer Director

- Run Dibs programs
- Coordinate volunteer hours and needs with sports directors
- Track checks received
- Manage security box w/ WESTconsin
- Handle volunteer inquiries

Treasurer

- Financial Management: Quickbooks
 - Pays invoices and employees timely
 - Withdraw cash when necessary
 - Process reimbursements
 - Make deposits

- Run budget reports
 - Actual year end amounts for each sport
 - Periodically as requested by sport director and/or board members
- Bank reconciliation
- Work with accounting consultant on annual filings and taxes
- If audited, work with accounting consultant to complete

Fundraising Director

- Collect donations from community- these can be in the form of money or prizes to be used at fundraising events
- Help organize and implement annual events:
 - Burger Battle
 - PantherBall
 - Bingo/Meat Raffles
 - Stitchin' Post Clothing Sales
 - Sponsorships
 - Send Thank You cards for any donations received.

T-ball & 8U Baseball Director

- Registration
- Update t-ball and 8U content on CSCR website
- Create teams and rosters
- Order uniforms
- Create practice and game schedule
- Work directly with coaches and parents to answer questions and resolve issues
- Assess program needs and communicate with CSCR Board

Baseball Liaison

- Be the Liaison between the Baseball Committee and the Central Rec Board
- Attend the Baseball Committee meeting (typically the last Sunday of the month and lasts 1 - 1.5 hours)
- Attend the Central Rec Board Meeting (typically the first Sunday of the month and lasts 2 - 3 hours)
- Participate in fundraising events (meat raffles, bingo, golf tournament, food trucks)
- Work with the Baseball Committee and Central Rec Board on any feedback that is received from the community regarding baseball
- Update the Central Rec Board website with any baseball news or information
- Oversee the Metro Baseball tryouts and selection process (If the Baseball Liaison is also on the committee in a director role or coach then the Rec Board will have to oversee the process)
- Can be a part of the committee as well within the roles that are offered

Softball Director

(responsibilities listed below are split with Co-Director)

- Interface with community, including High School Softball program
- Registration
- Program budget
- Communicate with other programs outside of CSCR to develop inter-league play when possible
- Answer all participant and parent questions regarding the softball program
- Work closely with CSCR Board to set program direction, both present and future, keeping the board informed on state of the program through clear and constant communication
- Set and host meetings for season-beginning, season end and all others deemed necessary by the situation
- Assist coaches with misc. needs such as: team photos, awards and trophies, etc
- Coordinate travel schedules

- Insure player evaluations and assignments are fair and equitable
- Recruit and appoint coaches
- Oversee uniform and equipment requirements
- Assignment and placement of coaches and players to teams (3rd thru 12th)
- Work directly with coaches and parents to answer questions, resolve issues and communicate policy
- Insure that program rules, guidelines and policies are clearly understood, communicated and enforced
- Assess program needs and communicate with CSCR Board
- Create group training and development for coaches
- Insure that teams, coaches and players are working together and that resources, including coaching resources, are evenly distributed throughout the program
- Work with Head Coaches to develop “best practices” in terms of skill development and fundamentals
- Help with registration, equipment and set key meetings for program
- Update softball content on CSCR website

Field scheduler

- Primary editor of the google sheet outdoor field schedule
- Add games/practices to google sheet as indicated from sports directors
- Request portable toilets at fields if needed
- Communicate field use to villages/townships
- Reserve school fields and gyms via the SCC Facility Scheduler
- Communicate with directors and coaches on needs and space availability

Sports Engine liaison

- Ensure board members all have appropriate admin access to the CSCR website
- Create or assist directors with creating registrations for each season
- Ensure sports content is up-to-date; reg links and countdown timers are made available on public facing pages
- Roster teams in SportsEngine that will use SportsEngine for team communications/scheduling
- Troubleshoot as needed

Volleyball Director

- Update volleyball content on CSCR website
- Set registration and answer registration questions
- Order jerseys/ shorts for participants and them out to coaches when they are in
- Complete GNBL League paperwork by deadline to participate in season tournaments
- Schedule Coaches meeting and conduct coaches meeting to go over the program
- Schedule practice times for 4th-8th grades along with hosting tournament dates at MS
- Handout equipment to coaches and keep record of equipment and ordering of new stuff
- Ordering and picking up concessions for tournaments and keeping inventory of the concessions
- Scheduling the Ref, Scoreboard and Bookkeepers from the Varsity, JV and C volleyball teams at the HS
- Scheduling the set up nights for the Friday night prior to the Saturday tournaments at the MS
- Scheduling and conducting the Parent Meetings for each grade to go over the program
- Work with the coaches with problems, program goals, skill development
- Help at tournaments when needed if shifts are short handed
- Pay out the refs, scoreboard and bookkeepers.
- Keep track of the money throughout the season along with Treasurer.

Soccer Director

- Assess program needs and communicate with CSCR Board
- Set registration
- Roster teams, ensuring equal team numbers and co-ed balance

- Set season schedule, communicate dates/times to Field Scheduler. Additionally communicate dates/times to villages/townships.
- Provide handbook/guidance to coaches
- Coordinate picture night(s) for all teams
- Update soccer content on CSCR website

Concession Director

- Responsible for purchasing and sales of concession items
- Ensure scheduling needs are met for concession stands
- Work with Volunteer Director as needed

CSCR Board Member Expectations

- Attend monthly meeting First Sunday every month (2-3hrs)
 - 75% attendance in a calendar year
- Keep completing role specific tasks outside of meetings
 - Timing varies depending on the role
- Volunteer time at fundraising/sports events
 - 2 events a year minimum
- 3-year commitment to CSCR
 - If not able to fulfill, must give 3 months' notice
 - ideally 3 years, 1 year learning and then 2 years running
- Keep sustainable documentation, so transition to new member is smooth
 - "How To" documents
 - Previous years' budgets
 - Applicable program contacts