

## **Revised Board Positions with Expanded Responsibilities**

### **1. President**

The President provides overall leadership and strategic direction for SBO, ensuring effective governance, strong program alignment, and productive Board operations.

#### **Key Responsibilities:**

- Preside over all Board and membership meetings
- Facilitate meetings to ensure productive discussion and informed decision-making
- Provide strategic leadership and direction for all SBO activities and initiatives
- Oversee all program operations, ensuring alignment between recreation and travel programs
- Serve as the primary liaison with the Town, school district, and external organizations
- Ensure all Board positions are functioning effectively and provide support as needed
- Support and promote fundraising and sponsorship efforts
- Ensure compliance with all policies, bylaws, and nonprofit requirements
- Cast the deciding vote on Executive Board matters only in the event of a tie

### **2. Vice President □ Boys Basketball**

The Vice President of Boys Basketball oversees all boys basketball programs, ensuring effective coordination, strong player development, and alignment across recreation and travel teams.

#### **Key Responsibilities:**

- Oversee all boys basketball programs, including recreation and travel
- Coordinate league structure, team formation, and player evaluations
- Support coach selection, training, and ongoing oversight
- Ensure competitive balance and promote player development across all levels
- Collaborate with the Scheduler, Director of Coaching, and Recreation Director to ensure smooth season execution
- Serve as a primary point of contact for coaches, providing guidance, support, and communication throughout the season
- Work closely with the Salem High School Varsity Basketball Coach to align SBO programs with high school expectations and goals
- Coordinate scheduling requirements and league rules with Merrimack Valley Basketball for travel play compliance
- Maintain a regular on-site presence at weekend (Saturday and Sunday) travel games
- Attend and spot-check games to ensure proper flow, sportsmanship, adherence to league rules, and overall program standards

### **3. Vice President - Girls Basketball**

The Vice President of Girls Basketball oversees all girls basketball programs, ensuring effective coordination, strong player development, and alignment across recreation and travel teams.

#### **Key Responsibilities:**

- Oversee all girls basketball programs, including recreation and travel
- Coordinate league structure, team formation, and player evaluations
- Support coach selection, training, and ongoing oversight
- Ensure competitive balance and promote player development across all levels
- Collaborate with the Scheduler, Director of Coaching, and Recreation Director to ensure smooth season execution
- Serve as a primary point of contact for coaches, providing guidance, support, and communication throughout the season
- Work closely with the Salem High School Varsity Basketball Coach to align SBO programs with high school expectations and goals
- Coordinate scheduling requirements and league rules with River Valley Basketball for travel play compliance
- Maintain a regular on-site presence at weekend (Saturday and Sunday) travel games
- Attend and spot-check games to ensure proper flow, sportsmanship, adherence to league rules, and overall program standards

#### **4. Treasurer**

The Treasurer oversees all financial operations of SBO, ensuring accurate financial management, transparency, and compliance with all applicable requirements.

##### **Key Responsibilities:**

- Oversee all financial operations, including budgeting, reporting, deposits, disbursements, and tracking of revenue and expenses
- Manage registration revenue, sponsorship funds, and fundraising proceeds
- Provide regular financial updates and reports to the Board
- Ensure compliance with all nonprofit, tax, and reporting requirements
- Maintain and balance the SBO checkbook and reconcile all accounts
- Ensure accurate and up-to-date financial records are maintained
- Utilize Intuit Tax Online (or similar accounting/tax software) for financial tracking and reporting
- Maintain responsibility for accounts receivable, expenses, and general bookkeeping practices
- Serve as the sole individual responsible for the collection and handling of all SBO funds
- Ensure all deposits are properly documented and certified by the President to maintain internal financial controls

##### **Qualifications:**

- Must be bonded
- Possess a strong understanding of financial management and bookkeeping practices including experience using Intuit Accounting Software

#### **5. Secretary**

The Secretary is responsible for maintaining accurate records, supporting Board communications, and ensuring proper documentation and coordination in accordance with SBO bylaws.

**Key Responsibilities:**

- Record and maintain accurate minutes for all Board and membership meetings
- Track attendance and document all voting results
- Maintain and organize all official SBO documents and records
- Assist with communications to members, including notices and updates
- Support the coordination and scheduling of meetings
- Ensure all meeting notices and documentation comply with SBO bylaws

**6. Registrar**

The Registrar manages all player registrations, maintains accurate participant data, and supports program operations through effective administration of registration systems and communications.

**Key Responsibilities:**

- Manage all player registrations and maintain accurate participant records
- Oversee registration systems, including setup and administration of programs
- Verify player eligibility and ensure compliance with program requirements
- Organize and provide player data to support team formation and planning
- Maintain and manage the SportsEngine website, including teams and division setup
- Ensure all registration and participant data is accurate and up to date
- Oversee the SBO Team Store, including coordination of ordering timelines
- Communicate with families regarding Team Store orders and updates
- Track and collect past due balances and ensure all participant accounts are current
- Provide reports to the Board to support planning and decision-making
- Assist with communications to families regarding registration, deadlines, and program updates

**7. Recreation Director (Boys & Girls)**

The Recreation Director oversees all recreational basketball leagues for boys and girls, ensuring a well-organized, positive, and development-focused experience for all participants.

**Key Responsibilities:**

- Oversee all recreational basketball leagues for both boys and girls
- Structure leagues by grade level to support appropriate competition and development
- Coordinate player evaluations and team drafts, ensuring balanced team formation
- Ensure a positive, inclusive, and development-focused experience for all participants
- Coordinate and oversee the use of high school students as referees for grades 3rd through 6th

- Report hours gym were used for games as well as game officials to Treasurer by noon Monday for reconciliation and payment of invoices
- Assist with referee training, scheduling coordination, and on-site supervision
- Manage day-to-day league operations, including scheduling support and logistics
- Provide game-day oversight and ensure smooth execution of all league activities
- Address and resolve issues, including parent concerns and complaints, in a professional and timely manner
- Communicate regularly with coaches and families regarding league operations and updates
- Maintain a regular on-site presence at weekend (Saturday and Sunday) games
- Attend and spot-check games to ensure proper flow, sportsmanship, and adherence to league standards

## **8. Director of Coaching**

The Director of Coaching oversees all coaching-related functions across recreation and travel programs, ensuring consistency in instruction, strong player development, and alignment across all levels of play.

### **Key Responsibilities:**

- Oversee all coaching functions across recreation and travel programs
- Recruit, evaluate, and select coaches for all programs
- Organize and lead coaching training clinics and development sessions
- Establish and enforce coaching standards and expectations
- Ensure consistency in instruction and player development across all levels
- Coordinate and manage travel team tryouts, including evaluations and team selection
- Plan and oversee Skills and Drills programs to support player development
- Build and maintain relationships with Boys and Girls High School varsity coaching staff to ensure program alignment and continuity
- Schedule and oversee instructional programs, clinics, and development opportunities
- Provide ongoing guidance, mentorship, and support to coaches throughout the season
- Collaborate with program leadership to ensure alignment, continuity, and a positive experience for all participants

## **9. Scheduler**

The Scheduler is responsible for coordinating all practices, games, and facility usage to ensure efficient operations across both recreation and travel programs.

### **Key Responsibilities:**

- Coordinate all practices, games, and facility usage across programs
- Manage gym schedules and assign practice times
- Build and maintain game schedules for all leagues and teams
- Coordinate with schools and town facilities for gym access and availability
- Reserve gym space through the Superintendent's Office
- Coordinate custodial coverage for all scheduled activities as required
- Maintain and update blackout dates for school events, holidays, and facility restrictions
- Resolve scheduling conflicts in a timely and effective manner
- Manage weather-related cancellations and adjustments
- Communicate timely schedule updates to coaches, players, and families
- Ensure efficient and optimal use of available gym space
- Support scheduling needs for both recreation and travel programs

### **Additional Committees and Events**

#### **Social Media Management**

##### **Key Responsibilities:**

- Maintain an active presence on social media platforms, including Facebook and Instagram
- Promote programs, events, and registration opportunities
- Share updates, announcements, and program highlights
- Highlight player and team achievements
- Ensure timely, accurate, and consistent communication with the SBO community

#### **Parents Night Out @ Blackwater Grill (Annual Event)**

##### **Key Responsibilities:**

- Plan and execute the annual Parents Night Out fundraiser
- Coordinate directly with Blackwater Grill on event logistics
- Promote the event to families and the community
- Manage all event operations, including setup and coordination
- Track and report all funds raised

#### **Calendar Fundraiser**

##### **Key Responsibilities:**

- Coordinate the annual calendar fundraiser
- Solicit and secure sponsors and prize donations
- Design and produce the fundraising calendar
- Organize and oversee sales and distribution
- Track all sales, funds collected, and prize fulfillment

## **Salem Scramble (Community Event)**

### **Key Responsibilities:**

- Coordinate with the school to secure space and setup a table or booth
- Create active engagement opportunities to drive program awareness and registrations
- Manage setup and breakdown of event materials and displays
- Communicate event details and participation opportunities to SBO membership
- Represent SBO in a positive and engaging manner within the community
- Schedule volunteers to be at the tent

## **Charitable Gaming Initiative**

### **Key Responsibilities:**

- Explore and pursue charitable gaming opportunities in compliance with state regulations
- Evaluate eligibility requirements and complete necessary applications
- Coordinate with licensed charitable gaming facilities
- Ensure compliance with all reporting and operational requirements

## **Salem High School Varsity Game Events**

### **Key Responsibilities:**

- Coordinate engagement between SBO and the Salem High School basketball program
- Organize youth team participation in halftime games
- Plan and execute Senior Night activities, including recognition and post-event gatherings
- Collaborate with high school coaches and staff to support program alignment

## **DICKS Sporting Goods Sponsorship**

### **Key Responsibilities:**

- Complete annual sponsorship application and provide all required documentation
- Coordinate and promote the annual shopping event for SBO families
- Work with store management to purchase equipment and supplies at discounted rates
- Partner with local store management to promote community events
- Support and advertise SBO-related events (e.g., 3-on-3 tournaments, Skills & Drills)
- Drive membership participation through joint promotional efforts

## **Equipment & Uniform Management**

### **Key Responsibilities:**

- Coordinate procurement, distribution, and maintenance of all equipment and uniforms
- Select vendors and manage ordering of team uniforms, practice gear, and basketball equipment
- Ensure timely delivery prior to the start of each season
- Maintain inventory and oversee proper use and condition of equipment

## **College Scholarship Committee**

**Currently led by:** Board

### **Key Responsibilities:**

- Develop and document scholarship eligibility requirements and selection criteria
- Create and manage the annual scholarship budget and funding allocation
- Advertise scholarship opportunities through schools, social media, and SBO communications
- Collect and review all scholarship applications
- Evaluate applicants and coordinate the selection process
- Ensure a fair, transparent, and consistent award process
- Coordinate announcement and recognition of scholarship recipients