



BOARD ROLES & RESPONSIBILITIES

PRESIDENT

- Principle executive officer of FMLA
- Supervise all business and affairs of FMLA
- Presides over FMLA board meetings
- May sign, with the Secretary, any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed
- Manages program relationships with the Town of Flower Mound and neighboring lacrosse programs
- Sends program-wide communications
- Oversight of VP Operations
- Oversight of Fundraising
- Other duties as needed

TREASURER

- Responsible for managing all funds and securities of FMLA
- Receive and give invoices for moneys due and payable to FMLA, as well as receipts for donations and payments to FMLA
- Deposit all moneys in the name of FMLA in associated FMLA accounts
- Presents annual report of financial state of FMLA
- Manages day to day financial activities of FMLA
- Files annual tax return for FMLA
- Oversight of Marketing Chair

HIGH SCHOOL LIAISON

BOYS (1) / GIRLS (1)

- Represents FMLA (or designated representative) for THSLL/THSGLL meetings/events
- Ensures program remains in compliance with THSLL/THSGLL
- Manages relationship between HS Parents/HS Coaching Staff/Board
- Facilitates annual performance review meeting with respective HS Head Coach
- Services as a Liaison between the FMLA Board and the respective HS Head Coach and their staff
- Oversee process for hiring their respective coaching staff
- Secures facilities for practices and games
- Secures equipment for practices and games
- Secures on/off field requirements for games (home and away)
- Signs off on game schedule for the team
- Oversees Season ending banquet
- Ensures HS program participates in FMLA activities – clinics, outreach, fundraising, game field prep and tear down
- Oversee communication between coaches/parents/players
- Reinforce sportsmanship guidelines for all activities and events

VICE PRESIDENT - OPERATIONS

- In the absence of the President shall perform the duties of the President.
- Oversight of Field Operations Chair
- Oversight of Operations Chair (uniforms/equipment/spirit store)
- Other duties as needed

SECRETARY

- Responsible for taking and publishing minutes of Board meetings
- Provides board meeting notification and agenda to Board members
- Provides all notices of public meetings to FMLA members
- Secures space for public meeting(s)
- Manages program website
- Coordinates Registration Activities – clinics, fall/spring registration

YOUTH DIRECTOR

BOYS (1) / GIRLS (1)

- Represent FMLA at DFWL/TGYLL meetings/events
- Ensure programs remain in compliance with DFWL/TGYLL
- Manage relationship between youth parents/Youth Director/youth coaches/Board
- Oversee process for hiring youth director/team coaches
- Secure facilities for practices and games
- Secure equipment for practices and games
- Secure on/off field requirements for games (home/away)
- Schedule games for youth boys teams and youth girls teams (including tournaments)
- Ensure HS program participates in FMLA activities – clinics, outreach, fundraising, game field prep and tear down
- Oversees communication between coaches/parents/players and coordinates communications with team contacts
- Reinforce sportsmanship guidelines for all activities and events

FUNDRAISING / OUTREACH

- Oversees all fundraising efforts associated with the program
 - T-shirt orders
 - Golf Tournament
 - Other fundraising efforts
- Develops and Coordinates Sponsorship program
- Accountable for Community Outreach
 - Creation of online/social media content
- Coordination of local events to promote the program