

Waukesha Lacrosse Club, Inc.

Board Responsibilities

Job Descriptions are meant as a guide to understanding responsibilities, and can be altered

* Attendance at all board meetings is mandatory for anyone sitting on the board. If unexcused absences occur, the board member may be called for review and possible dismissal.

Position	Responsibilities
<p align="center">President[^] (2 Year Term) (Elected in Odd Years)</p>	<ul style="list-style-type: none"> • Attend WLC Board meetings* • Oversee all aspects of the Club • Conduct all board meetings • Review the financial budget(s) for Board approval • Work with Treasurer to manage organizational finances including tax returns and maintenance of non-profit status. • Work with Board of Directors to develop and manage the organization at all levels. • Work with Program Directors as appropriate, to implement best practices and Board directives. • Address complaints regarding coaches, players or parents • Represent WLC's interests, as necessary, in dealings with other state and local lacrosse organizations • Assist in recruitment and retention of organizational staff including Board members and coaches • Assist the Youth Boys Director and Youth Girls Director with the planning and implementation of the Try Lacrosse/Learn to Play Programs (and/or other off season youth development programs.) • Oversight of Standing Committees • Keeps any and all historical information pertaining to his/her position and turns such over to his/her successor and, as necessary, to the Secretary. <p align="center">[^]The President is a Non-Voting Board Member in all matters of Board business, except in those instances in which a Board vote results in a tie. Under these circumstances, the President is entitled to one (1) vote to break the tie.</p>
<p align="center">Vice President (2 Year Term) (Elected in Even Years)</p>	<ul style="list-style-type: none"> • Attend WLC Board meetings* • Serve as Registrar • Responds to most of the Club communications (emails) not attended to by another director • Assist with the financial budget with the Treasurer for board approval • Ensures that liability insurance and Directors and Officers insurance is in place prior to the start of the spring and any off-season program. • Assist the Youth Boys Director and Youth Girls Director with the planning and implementation of the Try Lacrosse/Learn to Play Programs (and/or other off season youth development programs.) • Oversees compliance with Rules and Regulations Committee • Oversee Sponsor and Fundraising Program • Oversee Spiritwear • Keeps any and all historical information pertaining to his/her position and turns such over to his/her successor and, as necessary, to the Secretary.

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<p>Secretary (2 Year Term) (Elected in Even Years)</p>	<ul style="list-style-type: none">• Attend WLC Board meetings*• Prepare and distribute meeting agenda to Board via email.• Schedule Board monthly meetings.• Verify meeting attendance and room availability• Attend monthly board meetings and take minutes at meetings and distribute them to board members via email.• Maintains 12-month rolling master schedule of all events and activities required to run the Program and informs the board members of upcoming events.• Develops and compiles end of season surveys to evaluate the coaches, the Board; presents results to the Board.• Help with club internal and external communications.• Assist with Registration (Review and updating of registration documents, agreements, waivers and requirements.)• Oversees Volunteer Credit tabulation• Keeps any and all historical information pertaining to his/her position and turns such over to his/her successor and, as necessary, to the Secretary.
<p>Treasurer (2 Year Term) (Elected in Odd Years)</p>	<ul style="list-style-type: none">• Attend WLC Board meetings*• Maintain financial books and records of WLC using QuickBooks Online.• Record and reconcile registrations (accounts receivable) and receipts (online and offline) from WLC website registration system.• Record and reconcile fund raising revenue and expenses.• Record and pay expenses as they arise as budgeted and approved by Program Directors, the President or the Board of Directors.• Reconcile monthly bank statements.• Prepare monthly financial statements for board of directors and supporting schedules if needed. (Supporting schedules may include: Accounts Receivable report, Accounts Payable report, other detailed listings of Prepaid Expenses or Accrued Expenses.)• Coordinate the preparation of annual budgets with Program Directors and the President and Vice President• Prepare the Year End Financial records for submission to a CPA firm for completion of the IRS Form 990 EZ. (Must be filed by May 15, YYYY)• Prepare 1099/1096 at year end for contracted staff. (Must be filed by January 31, YYYY)• Retain Waukesha Lacrosse Club's financial and permanent records.• A background in Accounting (non-profit helpful) is recommended.• Keeps any and all historical information pertaining to his/her position and turns such over to his/her successor and, as necessary, to the Secretary.

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<p>High School Boys Program Director (2 Year Term) (Elected in Even Years) *****</p> <p>High School Girls Program Director (2 Year Term) (Elected in Odd Years)</p>	<ul style="list-style-type: none"> • Attend WLC Board meetings* • Works in partnership with the Varsity Head Coach • Responsible for the formulation, implementation, and day-to-day administration of all High School athletic programs of WLC • Guides the HS Program in actions and fundraising activities • Represents the needs of the HS program to the Board. • Maintain an inventory of all uniforms and equipment • Prepare and submit, with assistance from the Treasurer and President as necessary, a budget to the Board of Directors • Approve and submit budgeted expenses to the Treasurer for payment. • Coordinate and reserve practice and game fields/facilities (or assist with) • Oversee respective Team Parents/Managers • Coordinate volunteers and oversee the volunteer tracking for the Varsity and Junior Varsity Teams • Keeps any and all historical information pertaining to his/her position and turns such over to his/her successor and, as necessary, to the Secretary.
<p>Boys Youth Director (2 Year Term) (Elected in Odd Years) *****</p> <p>Girls Youth Director (2 Year Term) (Elected in Even Years)</p>	<ul style="list-style-type: none"> • Attend WLC Board meetings* • Responsible for the implementation, and day-to-day administration of all respective program activities of WLC • Oversee respective youth player and coach development • Oversee coach training and certification requirements and assignment to teams • Oversee respective Team Parents/Managers • Oversee off-season new player clinics and existing player practices and programs. • Represents the needs of the respective program to the Board. • Ensure WLC representation at all required league meetings (MAYLA) • Ensures all respective youth game uniforms meet league & NFHS specifications • Address complaints regarding a coach, by any player or parent • Youth Program directors work together to reserve practice and game fields and Arranging for Porta-Potties delivered to fields for practice as needed. • Provide MAYLA with number of teams, block out dates, field availability dates. • Confirm practice and game facility reservations, game opponents and official scheduling prior to practice or game. • Make the determination of whether or not to practice or participate in games based upon weather forecasts and field conditions. • Coordinate picture day • Oversees the distribution of Team and Player Equipment Uniforms with the assistance of the Equipment Manager and Uniform Manager • Coordinate volunteers and oversee the volunteer tracking for the respective program • The Boys Youth Director and Girls Youth Director need to work in conjunction with each other regarding certain program activities.

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<p align="center">Director of Marketing & Communications</p> <p align="center">2 Year Term</p> <p align="center">(Elected in Odd Years)</p>	<ul style="list-style-type: none"> Attend WLC Board meetings* Establishes and maintains website, social media and electronic communications tools and processes needed. Responsible for all program communication including responding to general email. Creates and facilitates club wide communications, event communications, and community correspondence in a timely and effective manner. Updates website and social media to provide up-to-date, timely information and advertise program activities and events. Develops, presents and executes ideas for improving communication, website, etc. Coordinates and implements marketing and advertising of registrations, seasons and events Updates registration forms, flyers and other written and electronic communications. Sets up online registrations and communicates updates with Board. Directs and monitors registration for regular season, and other clinics and off-season activities provides updates to the Board. Ensures all registration forms are completed and on file for each parent and player. Confirms each player has a current U.S. Lacrosse membership prior to participation Presents any communications/reports necessary to the Board. Keeps any and all historical information pertaining to his/her position and turns such over to his/her successor and, as necessary, to the Secretary.

The following positions shall be elected in the	
ODD Years:	EVEN Years:
President	Vice President
Treasurer	Secretary
High School Girls Director	High School Boys Director
Youth Boys Director	Youth Girls Director
Director of Communications & Marketing	