



BETTER ATHLETES
BETTER PEOPLE

Board Positions

The positions most commonly found on a board of directors are president, vice president, secretary, and treasurer. Each position could be filled by two people who work well together thus serving as Co-Presidents, Co-Registrars, etc.

President: The president provides direction for the league, serves as the representative of the league to the community and national governing body, and is ultimately responsible for the operations of the league. The president presides over the meetings, assumes responsibility for communication with the league participants, the media, and community members, and ensures that the league is complying with all league policies.

Vice President: The first responsibility of the vice president is to serve in the presidential role if the president is absent. The vice president is also responsible for assisting the other members of the board of directors and carrying out duties that are assigned by the president.

Secretary: The secretary maintains a list of board member information, records the minutes of the board meetings, distributes notices of meetings and other league information to the board members, and maintains league records.

Treasurer: The treasurer is responsible for all tasks related to league finances, including preparing the league budget, keeping league financial records, reporting on the status of league funds, and distributing funds as approved by the other board members.

Depending on the number of members on your board of directors, the board positions of registrar, equipment manager, facility manager, fundraising manager, and information officer may or may not be filled. These positions may be combined or adapted to fit the needs of your league.

Manager of Coach Development: The purpose of this position is to ensure that the young athletes in your organization receive the best coaching possible by ensuring that coaches are trained and committed to being Double-Goal Coaches. This position is responsible for planning and coordinating coaches training. This person also oversees the coach evaluation and feedback process.

Officials Manager: The Officials Manager shall be responsible for all registration, training, evaluation, discipline, and promotion of all officials within the league.

Positive Coaching Alliance Coordinator: The PCA Coordinator guides the process of creating an organizational culture that promotes the kind of behavior and values which the league wants to see in its players, coaches, parents and fans. As this is a culture-shaping effort, PCA Coordinators typically assemble a (formal or informal) board sub-committee to accelerate the implementation of this process and to maximize the positive impact. The subcommittee may include the league's: Manager of Coaching, President, Registrar, Officials, Agent, Parent Representative and Information Officer, in addition to the PCA Coordinator.

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Board Positions, continued

Registrar: The league registrar is responsible for maintaining the data base accurately listing all athletes and their families and planning and executing the league registration activities. The registrar handles the publicity for registration, organizes a group to help in the actual registration activities, and distributes all registration and league forms.

Equipment Manager: The equipment manager oversees the purchase and distribution of all equipment for the league. The inventory of the league equipment, the equipment distribution to the teams, the collection of equipment following the season, the compliance with all equipment safety standards, and the purchase of all new equipment is the responsibility of the equipment manager.

Facility Manager: The facility manager is responsible for submitting facility permits, designating facility use to teams for practices and games, ensuring the preparation of the facility for practices and games, and inspecting the safety level of the facility.

Fundraising Manager: The manager of fundraising works with the league treasurer to create a plan to meet the financial needs of the league. The fundraising manager plans and executes fundraisers, recruits parents and other volunteers to assist in the process, and publicizes all fundraisers to the league and community.

Information Officer: The information officer is responsible for distributing all league information to the participants and community. If the league has a website, the information officer is responsible for maintaining the website and any other media outlets of the league. The information officer manages the league rosters, schedule, scores, and news and ensures that this information is being provided to league participants.