

# Board Member Position Descriptions

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## **President**

- Will preside at all meetings of the FYBA and of the Board of Directors.
- Will supervise and manage the business, using the powers and duties usually vested in the office of the President of a Corporation.
- Will be responsible for acquiring background checks for coaches and board members.
- Will appoint such committees as he or she or the Board of Directors consider expedient of necessary.
- Will serve as ex-officio member of all standing committees.
- Will work with the Treasurer to present a yearly budget to the Board of Directors for approval.
- Will be the liaison (or be responsible for delegating the Liaison duties) between FYBA and the HS coaches, Athletic Director, Community Education, City, MYAS and other travel basketball associations.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

### Additional duties:

- Coordinate Parent Information Night
- Coordinate Annual Meeting
- Will be the point of contact for the FYAA Liaison
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

## **Secretary**

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will keep the minutes of all meetings of the FYBA and Board of Directors and will present such minutes at the next meeting for approval by the Board of Directors.
- Will notify the membership of the FYBA of the Board of Directors meetings.
- Will be responsible for ensuring a background check is performed for the Board President.
- Will maintain FYBA's Bylaws.
- Will maintain the post office box and voicemail.
- Will plan for, coordinate and provide oversight for players and coaches uniforms.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

### Additional duties:

- Will maintain the FYBA Bylaws and make them available to the membership
- Will ensure FYBA's Annual Business Renewal with the Secretary of State's office is completed in a timely manner
- Will oversee the work of the Team Photo Coordinator
- Will be responsible for coaches uniforms
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

## **Treasurer** (past experience with financial statement preparation, budgeting and QuickBooks preferred)

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will have charge of all receipts and moneys of the FYBA.
- Shall deposit them in the name of the FYBA, in a bank approved by the Board of Directors.
- Will disburse funds as ordered or authorized by the Board of Directors.
- Will report the financial status of the FYBA to the Board of Directors at each meeting.
- May delegate financial matters regarding the traveling program to the Girls and Boys Directors.
- Will ensure the corporation's tax returns are filed timely.
- Will ensure the legal filings regarding the corporation's 501(c)3 status are filed timely.
- Will prepare an annual budget under the President's direction for approval by the Board of Directors.
- Will ensure the accuracy of the FYBA financial statements.
- Will be the liaison with the designated bank regarding all FYBA accounts and balances.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

Additional duties:

- Will maintain the financial records online in QuickBooks financial software. Password protected access will be provided to other Board members and FYBA's accountant.
- Will manage the FYBA fundraisers' cash proceeds and prepared a financial summary for the Board of Directors for each event.
- Responsible for oversight of all tournament cash—initial cash boxes, cash pick-up, counting and depositing.
- Will oversee the work of the Equipment Coordinator.
- Will reconcile all of the receipts and disbursements as follows:
  - All player registrations with the Registration Coordinator and FYAA.
  - All FYBA team tournament entries/withdrawals with the respective Girls and Boys Director.
  - All American Legion fundraising activity with the American Legion Fundraising Coordinator.
  - All tournament entries/withdrawals for the FYBA Tiger Classic with the Tournament Director—Team.
  - All Concessions activity with the Concessions Coordinators.
  - All Admissions activity with the Tournament Director—Administrative.
  - All Facilities activity with the Facilities Director.
  - All Skills Development activity with the Skills Development Director.
  - All Equipment activity with the Equipment Coordinator.
- Will perform other financial analysis as needed.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

### **Girls Director and Boys Director**

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will be responsible for overseeing the activities for their respective programs.
- Will be responsible for coordinating the coach interview, selection and recommendation process, including providing the final coach candidate rankings, for their respective program.
- Will participate in the interview process for the coaches applying for their respective program.
- Will coordinate coaches meeting and all materials presented to assist Head and Assistant Coaches during the season.
- Will work with the Skills Development Director to recommend player team assignments to the Board for their respective program for approval.
- Will plan for, schedule and communicate tournament information for their respective teams.
- Will be responsible to ensure the individual teams, players and coaches are following the spirit and letter of these bylaws and the Player, Parent and Coaches Code of Conduct.
- Will be the first point of contact for the FYBA coaches.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding board member.

Additional duties:

- Will compile and submit rosters for State tournament.
- Will handle issues and concerns regarding their respective teams.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

### **Facilities Director**

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will manage the scheduling of facilities for FYBA events, such as practice-times, tournaments, and meetings.
- Will evenly distribute the allocated gym time among the boys and girls teams.
- Will prepare and distribute a schedule of assigned practice times for each grade level.
- Will manage and communicate the cancellation of facility use.
- Will ensure facility use is managed within the FYBA budget.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

Additional duties:

- Will handle issues and concerns regarding facilities
- Will validate and forward all billing for facility space to treasurer for payment.
- Will reserve hotel rooms for out-of-town tournaments scheduled by Girls and Boys Directors.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

### **Communications Director**

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will manage FYBA's primary communication tool, the FYBA website and email.
- Will, generally serve as the primary voice of FYBA communication to members.
- Will create and distribute and End of Season survey, subject to approval of the Board of Directors.
- Will compile and distribute survey results.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

#### **Additional duties:**

- Will maintain the database of Player, Coach, Teams and Board Member contact information
- Will maintain the FYBA Handbook
- Assist in posting tournament schedules, volunteer schedules, practice schedules.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

### **Skills Development Director** (past experience in basketball skills development desired)

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will coordinate all player clinics and private team lessons
- Will coordinate off season coach and player development opportunities
- Will be responsible for gaining the Board's approval for and overseeing all elements of the tryout process.
- Will work with the respective Girls or Boys Director to recommend player team assignments to the Board for approval.
- Will participate in the coach interview process.
- Will provide coaching tools for all coaches with extra emphasis on new coaches.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding board member.

#### **Additional duties:**

- Will oversee the Shooters Club.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

### **Tournament Director**

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will oversee the Tiger Classic.
- Will establish a team to coordinate all aspects of the tournament, including but not limited to Tournament Director—Teams, Tournament Director—Administrative, Concessions, Volunteers, Sponsorships and Assistant Tournament Coordinator. The expectation of the Assistant Tournament Coordinator is that they will transition into the Tournament Director role.
- Provide overall leadership and issue management throughout the weekend.
- Work with Facilities Director to schedule and secure all gym sites to be utilized for the tournament.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

#### **Additional duties:**

- Maintain an electronic record of all team entries received, including any change in status
- Review tournament rules with the Board for approval
- Responsible for getting all tournament pools and brackets posted on the website and copied and posted at each site.
- Responsible for communicating pertinent information (rules, brackets, site map, etc.) to participants and tournament organizers
- Work with assignor to ensure adequate referee coverage for all tournament games
- Provide overall leadership and issue management throughout the weekend.
- Will serve as point of contact for the American Legion Fundraiser Coordinator
- Will serve as team liaison to assigned teams

