

# PENFIELD RANGERS BOARD

## EXECUTIVE COMMITTEE

**President**  
**Kostas Peters**

**VP**  
**Bill Thurston**

**Registrar**  
**Doreen Salamone**

**Treasurer**  
**Julie Bowen**

**Secretary**  
**Vicky Hansen**

## BOARD MEMBERS AT LARGE

**Diane Thresh**

**Kyle Milko**

**Randy Spaan**

**Mike Helbling**

**Tom Connors**

**Dave Vadas**

**Chuck  
Johnson**

**Allana  
Lazeroff**

**Seth  
Jacobson**

**Laura Bourcy**

**Sean Doherty**

**TBD**

# ACTION COMMITTEES

Coaching  
Committee  
Sub – Try Outs

Finance  
Committee

Strategic  
Planning  
Committee

Marketing /  
PR Comm.

Equipment  
Committee

Field  
Coordination  
Committee

Policy  
Committee

## REPRESENTATION ON ACTION COMMITTEES

**SEAN  
DOHERTY  
CHAIR**

Dave Vardas  
Allana Lazeroff  
Brian O’Shell  
Dan Scheid  
Volunteer #4  
Volunteer #5

[ Maximum 3  
coaches on  
committee –  
**Same for  
tryouts**]

**JULIE  
BOWEN  
CHAIR**

Laura Bourcy  
Tom Connors  
Kostas Peters  
Volunteer #4  
Volunteer #5  
Volunteer #6

**KOSTAS  
PETERS  
CHAIR**

Mike Hebling  
Diane Thresh  
Doreen Salamone  
Board Member #4  
Board Member #5  
Board Member #6

**KYLE  
MILKO  
CHAIR**

Vicky Hansen  
Mike Hebling  
Diane Thresh  
Laura Bourcy  
Kostas Peters  
**Sean Doherty  
[website  
only]**

**BILL  
THURSTON  
CHAIR**

Seth Jacobson  
Tom Connors  
Volunteer #3  
Volunteer #4  
Volunteer #5  
Volunteer #6

[ Includes  
uniforms &  
equipment]

**BILL  
THURSTON  
CHAIR**

Volunteer #1  
Volunteer #2  
Volunteer #3  
Volunteer #4  
Volunteer #5  
Volunteer #6

**CHUCK  
JOHNSON  
CHAIR**

Vicky Hansen  
Doreen Salamone  
Randy Spaan  
Volunteer #4  
Volunteer #5  
Volunteer #6

# COMMITTEE RESPONSIBILITIES

## COACHING COMMITTEE

- Supervise Coach Selection
- Develop and assist in coaches' development programs
- Act as the primary liaison between coaches and board
- Ensure that each coach maintains their certifications
- Update coaches' manual
- Evaluate coaches on an annual basis
- **Tryout Committee - designate**

## FINANCE COMMITTEE

- Develop a long term capital plan, including but not limited to:
  - ✓ Sponsorship deals
  - ✓ Multiple revenue streams
  - ✓ Vendor negotiations
  - ✓ Annual Budgets
- Establish standard procurement processes and standards
- Grant procurement
- Other???

## STRATEGIC PLANNING COMMITTEE

- Set long term vision for club for board review and approval
- Ensure that the board and committees execute in line with the overall plan
- Review and revise as needed at least twice a year
- Develop a "bench" for future board members – Committee volunteers to full Board Membership.

## MARKETING - PR COMMITTEE

- Website development & maintenance
- Community programs
- Social Events
- Marketing and Advertising
- Work in conjunction with the finance committee's plan to help implement
- Communications

## EQUIPMENT COMMITTEE

- Annually provide the Finance Committee with budgetary needs.
- Manage distribution, collection and maintenance
- Maintain accurate inventory with triggers for replacement or upgrades
- Work with coaching committee to ensure adequate supplies
- All aspects of uniform procurement – Bids, options, sizing

## FIELD COORDINATION COMMITTEE

- Plan, coordinate and facilitate the tryout process
- Work in conjunction with the coaching committee
- Research and implement "best practices"
- Coordinate field allocation

## POLICY COMMITTEE

- Review and update By-laws.
- Review and update Club Policies and Parent Handbook
- Ensure all other policies, procedures and forms are reviewed and maintained by their respective committee .
- Maintain the Annual Schedule

# BOARD AND VOLUNTEER REQUIREMENTS

## BOARD MEMBERS

- Must attend 70% of the board meetings [10 of 12]
- Active in at least one committee
- Commitment to an average of 2 - 5 hours a month [Includes committee work]
- New members coming on MUST serve at least one year as a committee member prior to appointment
- Must have skills necessary to contribute as outlined by the Board/Volunteer skills requirement outline [TBD]

## VOLUNTEERS

- Requisite to obtaining a board sit
- Can contribute in more than one committee
- Must be nominated by committee chair and approved by the full board
- Commit to an average of 5 hours per month [may vary based on nature of committee, i.e. seasonal, time sensitive, etc]
- **Specific skills** needed for work preferred – previous experience a huge plus
- Other???