

BRANCBURG BASKETBALL ASSOCIATION (BBA)

RESPONSIBILITIES OF OFFICERS

A. PRESIDENT

- I. The President presides at all regular meetings of the BBA.
- II. The President enforces the bylaws of the BBA constitution. He/she also executes the policies established by the Club.
- III. The President will act as liaison to the Township Recreation Department, TWP committee, School Board and other township Youth Sport Clubs.
- IV. The President is responsible for maintaining the Gym Schedule for In-town and Travel team practices and game times.
- V. The President will provide the in-town game schedule to the referee coordinator.
- VI. The President should work with the Recreation Department to provide coaches with Rutgers Certification.

B. VICE-PRESIDENT

- I. The Vice-President acts in the absence and/or inability of the President to perform hi/her duties as described in the constitution. In those cases, the Vice-President has the same powers and responsibilities as the President.
- II. The Vice-President assumes responsibilities delegated by the President.
- III. The Vice-President will coordinate the Picture Day schedule and distribute Photographer packages to coaches.
- IV. The Vice-President will coordinate pre-season meeting with In-town coaches.
- V. The Vice-President will coordinate the collection of player evaluations and subsequent distribution of evaluations for next year's drafts.
- VI. The Vice-President develops and distributes the in-town registration form. The form should be distributed through Branchburg schools and local parochial schools; placed pn the web-site; and placed at the Recreation department. A notice should also be placed on the Township cable channel and with the Branchburg News.
- VII. The Vice-President solicits and submits in-town rule changes for membership approval.

C. TREASURER

- I. The Treasurer is responsible for the fiscal administration of the BBA. In this capacity, he/she keeps records for the receipt and disbursement of all monies for the BBA, approves all payments and draws checks from allotted funds.
- II. The Treasurer will prepare an Annual Budget and provide an Actual vs Budget report at the monthly BBA meetings. Attached to the report should be a copy of the most current bank statement to support fund amounts reflected on the monthly report. In developing the Annual Budget, the Treasurer should recommend the In-town registration fee and Travel team fee.

- III. The Treasurer is responsible for securing and maintaining tax-exempt status for the BBA.
- IV. The Treasurer should also provide a financial summary of the March Madness Tournament.
- V. The Treasurer is responsible for filing annual tax returns.
- VI. This position requires some understanding of bookkeeping and financial statement preparation.
- VII. The Treasurer will obtain Insurance Certificates for Travel Coaches, as needed.
- VIII. Treasurer will collect and maintain file of all Coach's Disclosure Forms.
- IX. Treasurer will handle all Insurance claims.

D. RECORDING SECRETARY

- I. The Recording Secretary is responsible for recording and distributing the minutes of all BBA meetings. Minutes are distributed to Board members, attendees, and coaches, prior to or at the next scheduled BBA meeting. A copy of the minutes should be made available on the BBA website.
- II. The Recording Secretary maintains appropriate files, mailing lists and records.
- III. The Recording Secretary maintains all rules and policies adopted by the BBA.
- IV. The Recording Secretary maintains a list of all voting members, directors, and committee members and gives notice of meetings.
- V. The Recording Secretary is principally in contact with the President.
- VI. The Recording Secretary is responsible for maintaining the BBA website. This includes updating the on-line registration form, and other documents and forms such as In-town rules, Codes of Conduct, Medical Release forms and copies the monthly Meeting Minutes. The Recording Secretary will work with the Treasurer to confirm registrations submitted on-line to checks received.
- VII. The Recording Secretary will maintain and update the BBA Annual Calendar.
- VIII. The Recording Secretary will be responsible for answering calls made to the BBA Hot Line and to the BBA Website either directly, or should forward any questions to the appropriate member of the Board, as necessary.

E. DIRECTOR OF PURCHASING/EQUIPMENT

- I. The Purchasing Director is responsible for uniform and equipment vendor selection, pricing and ongoing vendor relationships. This includes soliciting competitive bids. The Board should determine when competitive bids are required.
- II. The Purchasing Director picks up the ordered uniforms and distributions them to each coach.
- III. The Purchasing Director receives all uniform bills, verifies them, approves for payment, and delivers them to the Treasurer for payment.
- IV. The Purchasing Director works with vendors in selling BBA merchandize.
- V. The Purchasing director is responsible for ordering equipment at the beginning of the season. The Purchasing Director should submit

- a proposal to the other Board members when making significant purchases such as purchasing a significant number of new basketballs, a new scoreboard, a new storage rack, etc.
- VI. The Purchasing Director is responsible for ordering in-town championship and runner up tee shirts or trophies; and participation medals or tee shirts for 2nd Grade Clinic and leagues that do not have playoffs.
 - VII. The Purchasing director is also responsible for purchasing other routine items such as ice packs, first aid kits and scorebooks as needed through out the season.
 - VIII. The Purchasing Director distributes and collects any equipment provided to the travel teams.
 - IX. The Purchasing Director is responsible for maintaining equipment in the Storage racks (e.g., ensures first aid kits, ice packs and scorebooks are available through out the season). The Purchasing director is also responsible for keeping and tracking the portability scoreboards.
 - X. The Purchasing Director has overall responsibility for the 2nd Grade Clinic.

F. TOURNAMENT DIRECTOR

- I. The Tournament Director organizes the BBA March Madness Tournament.
- II. The Tournament Director is responsible for coordinating the activities of the following subcommittees: Food, Concessions (including design and ordering of Tournament Tee Shirts), Program/Ad Book, Volunteer Coordinator, and scorekeepers. Other responsibilities include organizing vendors, photographer and trophies.
- III. The Tournament Director develops the Tournament Flyer, registration form and Tournament rules. .
- IV. The Tournament Director is responsible for public relations for the Tournament.
- V. The Tournament Director is responsible for maintaining and updating the master gym schedule, and recording final scores of tournament games.
- VI. The Tournament Director should track and collect Insurance Certificates from all teams.
- VII. The Tournament Director should be well organized and possess good interpersonal skills.

G. Joint Board Member Responsibilities

- I. Identify and share training materials with coaches and offer training for coaches.
- II. Assist travel coaches in evaluating players at tryouts.
- III. Enforcing BBA policies (e.g., speak to coaches when Hall Monitoring policy is not being followed).
- IV. Recruit and approve In-town Commissioners, and In-town and Travel coaches.
- V. Assist the Purchasing Director in making sure equipment is properly maintained.