



NorCal Chapter of US Lacrosse, Inc. - BOARD JOB DESCRIPTIONS

Corporate Officers

President *Past and Incoming Presidents (Optional and same job description as President and VP)

- Serve as first line contact to US Lacrosse and have general knowledge of US Lacrosse operations.
- Provide timely, responsive assistance to all USL chapter members.
- Communicate all US Lacrosse correspondence to the chapter board.
- Draft agenda for meetings and calls based on chapter activities.
- Preside over all meetings and calls of the chapter.
- Ensure the chapter is in compliance with US Lacrosse at all times.
- Delegate specific responsibilities to chapter board members to ensure activity.
- Can serve as a director in a specific area of programs and operations.

Vice President

- Have general knowledge of US Lacrosse operations.
- Preside over all meetings and calls of the chapter when the President cannot be present.
- Take over the responsibilities of the president when necessary.
- Ensure the chapter is in compliance with US Lacrosse at all times.
- Assist in delegating specific responsibilities to chapter board members to ensure activity.
- Can serve as a director in a specific area of programs and operations.

Secretary

- Inform USL of any chapter board member changes.
- Coordinate meetings and calls alongside the president.
- Take minutes of all meetings and calls and send to website coordinator to post on the chapter website.
- Assist with compliance paperwork.
- Keep an updated list of chapter board members with contact information.
- Keep a record of the chapter bylaws and any other historical documents.

Treasurer

- Ideally the treasurer should be, by profession, a CPA. If not, then an individual who has great familiarity with financial and tax matters.
- QuickBooks is the recommended software for maintaining the chapter's financial records.
- Assist the chapter in making sure operations rotate on a calendar fiscal year (Jan 1 – Dec 31).
- Must be prepared to produce financial statements, including an income statement and a balance sheet, in a format that accurately reflects the operations of their chapter.
- Reconcile the bank or bank accounts of the chapter on a monthly basis.
- Prepare or arrange for the preparation of the tax returns, both federal and, as required, local tax returns on an annual basis.
- Maintain D&O insurance coverage and other requirements as specified by the board.
- Abide by all US Lacrosse and non-profit regulations for book keeping, filing and financial procedures as stated in the US Lacrosse Chapter Operations Manual.

Board Positions

Coaching Education Coordinator

- Serve as primary contact to USL Coaches Training & Education staff.
- Serve as primary clinic coordinator who works with USL on behalf of the host chapter.
- Work with USL to complete all necessary clinic hosting materials including Intent to Host and Hosting Information worksheets.
- Proactively seek out clinic and training opportunities through USL for coaches.
- Report on clinic participation numbers, budget and overall turnout to the chapter board.
- Provide USL with feedback about your clinic hosting experience.

Officials and Umpires Representatives (1 for each)

- Both reps should serve as a contact for USL Officials and Umpires efforts on behalf of the chapter to recruit, train, and retain high-quality lacrosse officials.
- Be actively involved in the Local Officials Association (men's game) and/or Local Umpire Board (women's game) within the chapter's boundaries.
- Be actively engaged in, and connected to, the USL officials structure – YOC Representative, District Training Coordinator, and District Governor (men's game); Local Board Chair, Region Chair, Super Region Chair (women's game).
- Lead efforts to recruit new officials within the chapter area, schedule and administer trainings for new and current officials, and report on recruiting and training efforts to USL and the chapter board.
- Promote USL's Officials Education & Training Program throughout chapter area and make use of USL resources in the recruitment and training of officials.

Events Coordinator

- Coordinate all chapter special events with appointed committee members.
- Follow, to the best of the abilities of the chapter, USL insurance and risk management.
- Use the chapter operations manual for guidance.
- Coordinate clinics with local collegiate and post-collegiate players for youth and high school players.
- Serve as chapter primary contact for US National Team Exhibitions & Clinics.
- Work with National Tournament chair to coordinate try-outs (depends on the chapter).
- Contact USL with all leading event details at least 2 months prior to upcoming events.
- Provide the chapter board with reports on budget #'s, attendance, event successes and failures.
- Provide USL with recommendations on how national can better support chapter events.

Diversity Representative

- Ensure Diversity is an overarching initiative of the chapter. Connect the dots to enhance Diversity opportunities.
- Serve as primary contact for chapter initiatives including USL BRIDGE and Emerging Groups Programs.
- Serve as a leader to create relationships with local YMCA's, Parks & Recs and school programs and boards.
- Serve as a conduit between the chapter and any inner-city and/or underprivileged areas with lacrosse or the desire to start a lacrosse program.
- Create diversity program ideas and present them to chapter board.
- Provide USL with diversity development updates when applicable.

Communications & Website Manager

- Serve as the primary contact for chapter web content related updates, inquiries & changes.
- Responsible for keeping all website information up to date.
- Specifically post meeting dates, agendas and minutes for members.
- Assist chapter with blast emails and electronic correspondence when applicable.
- Provide the chapter board with reports on website traffic.
- Work with USL to provide national content on chapter site.

Volunteer Development Coordinator

- Responsible for recruiting and training volunteers for board positions
- Develops and maintains training material

Nominating Committee Chair

- Responsible for finding individuals to participate on the board nominating committee
- Develops, as necessary, and maintains board member guidelines
- Receives, processes and reviews applications with nominating committee

Grant & Scholarship Chair

- Assures grant and scholarship applications and processes are current
- Responds to grant and scholarship information request
- Presents to the NCC board grant and scholarship recommendations in a thorough and timely manner

Outreach Coordinator

- Oversees stick and equipment loaner program
- Provides complete and timely reports to the NCC board on equipment utilization
- Assist individuals and teams with development or expansion plans

Sportsmanship Coordinator

- Serve as the primary contact for USL staff specifically regarding Positive Coaching Alliance (PCA) Clinics and Webinars, Sportsmanship Card Program and Youth Rules Development.
- Coordinate with Youth League Director to identify an annual National Youth Awards Candidate. This coordinator can nominate a National Youth Award Candidate on his/her own.
- Support and spread US Lacrosse Women's and Men's Division Safety Campaigns and Initiatives.

Youth League Rep

- Serve as primary conduit between the NorCal Chapter and youth lacrosse leagues to assure information flows in both directions and programs needs are understood and met as best as possible.

High School League Rep 1 BOYS/1 GIRLS

- Serve as primary conduit between the NorCal Chapter and CIF sections and teams to assure information flows in both directions and programs needs are understood and met as best as possible.

Collegiate and post collegiate Rep 1 men/1 women

- Serve as primary conduit between the NorCal Chapter and collegiate teams to assure information flows in both directions and programs needs are understood and met as best as possible.

Hall of Fame and Special Awards Coordinator

- Work with chapter board to provide a nomination process for Hall of Fame Inductees and other awards.
- Appoint chapter hall of fame nomination committee for any hall of fame recognitions.
- Coordinate and host chapter hall of fame and awards recognition banquet.
- Manage budget for chapter hall of fame and awards recognition banquet.
- Administer any process by which the chapter acknowledges people, teams or leagues for awards such as sportsmanship, honor the game, man of the year, woman of the year, etc.

Chapter Grants Coordinator

- Assist USL in providing grant materials and letters of recommendation to members who wish to apply for an Equipment Grant through USL Manager of Programs & Grants.
- Help support local entities who applied for a USL Equipment Grant but were not granted an equipment package.
- Administer a local grant program through the chapter that provides funding or equipment to programs in need.
- This position must also provide a complete recap of grant related activities to the chapter board including operation, budget details, applicants and awards.

Fundraising Coordinator

- Serve as chapter liaison to USL's Financial Development Department.
- Provide proposals for the chapter board to vote on supporting Team USA donations and/or annual chapter gifts to First Sport Society.
- Develop and implement fundraising initiatives for the chapter
- Work with the chapter Special Events Director to coordinate fundraising efforts with chapter events.
- Provide chapter board with fundraising totals and planned drives
- Work with chapter exec board to establish annual fundraising goals

Marketing/Membership Representative

- Coordinate with USL for chapter marketing giveaway needs.
- Coordinate chapter booth or table set-ups at local high school, collegiate, post-collegiate, professional, and league tournaments.
- Create relationships with local college, post-collegiate and professional teams.
- Provide USL membership information at area events for recruitment and retention efforts.
- Develop membership retention efforts at all constituency levels.
- Develop local sponsorships and media relations for chapter hosted events, programs & initiatives.

IRS Specialist & Legal Counsel

- **IRS** – Assist the chapter treasurer with file and document preparations. Any requirement of a chapter treasurer to file a 990 or more will require the guidance of a professional if the treasurer is not a tax specialist or certified CPA. If possible, this work should be made available to the chapter pro bono.
- **Legal Counsel** – Assist the chapter with legal issues. In the event there is a league related issue for those chapters that operate leagues, the board should confer as to whether or not their legal advisor or potential mediator should be a non-partisan third party and non-board member. A chapter should not feel obligated to pursue any legal threats or defense without consulting USL first. If possible, this work should be made available to the chapter pro bono.

Liaison Positions

The following positions are functions of the Women's and Men's Divisions of US Lacrosse. Thus, report directly to the US Lacrosse Women's and Men's Division High School Coaches Councils. However, the person who serves in these positions can also sit on the chapter board and might already. If they do not, the chapter can invite this person to participate with the chapter and educate them on the all-American and National Tournament processes. We encourage open dialogue between all USL volunteers who serve in the same geographic areas.

Women's Division all-American and academic all-American Chairs

- For specific information about the all-American (AA) and academic all-American (AAA) processes run by the USL Women's Division please click here: http://www.uslacrosse.org/womens_div/hsaaprocess.phtml
- In addition to the chair's role in the AA and AAA processes, the chair should serve as a liaison to the chapter board. Their role is to inform, educate and provide answers to questions the chapter board may have about the process. If this individual serves on the chapter board already then their liaison duties to the chapter board can be conducted at regular chapter board meetings.
- Per USL, a separate committee made of high school girl's coaches handles the processes most of the time. If this is the case, then the duties listed above should be done via email, phone or in person with the chapter.
- Where applicable the chair can also solicit the chapter for volunteer assistance and communication to eligible chapter members.

Women's Division National Tournament Sub Regional Selection Chair

- For specific information about the USL National Tournament please click here: <http://www.uslacrosse.org/events/wdnt/index09.phtml>
- National Tournament Sub Regional Chair handbook review.
- In addition to the chair's role for their local National Tournament selection process, the chair should serve as a liaison to the chapter board. Their role is to inform, educate and provide answers to questions about the process. If this individual serves on the chapter board already then their liaison duties to the chapter board can be conducted at regular chapter board meetings.
- Per USL, a separate committee most of the time handles the processes for National Tournament selection. If this is the case, then the duties listed above can be done via email, phone or in person with the chapter. The chair can also solicit the chapter for volunteer assistance with try-out processes and communication to eligible chapter members.

Men's Division all-American and academic all-American Chairs

- For specific information about the all-American (AA) and academic all-American (AAA) processes run by the USL Men's Division please click here: http://www.uslacrosse.org/mens_div/hsaward_index.phtml
- The chair should serve as a liaison to the chapter board. Their role is to inform, educate and provide answers to questions the chapter board may have about the process. If this individual serves on the chapter board already then their liaison duties to the chapter board can be conducted at chapter meetings.
- Per USL, a separate committee made of high school boy's coaches and officials handles the processes most of the time. If this is the case, then the duties listed above can be done via email, phone or in person with the chapter.
- Where applicable the chairmen should also solicit the chapter for volunteer assistance and communication to eligible chapter members.