

NCJLA Executive Director Job Description

League Administration

Ensure the operational success of the spring lacrosse season:

- Team registration opens on a timely basis.
- Conferences are established before game scheduling starts and are reasonably balanced.
- End of season events qualifications are defined and posted before game scheduling starts.
- Game scheduling processes are established, communicated, run smoothly and efficiently.
- Petitions: collect and process petitions for waivers to NCJLA policy, on a monthly basis through the fall and pre-season.
- Game schedules: see that games are posted and updated in a timely manner. Assigners are informed of new games/game changes in a timely manner so all regular seasonal games have the appropriate number of officials, depending on division.
- Pre-Game Protocol and Rules Sheets are updated annually, manage production and distribution to clubs.
- Sideline manager vests are order and distributed in a timely manner.
- Coach Certification program runs efficiently. Give ample notice to clubs informing them of certification requirements and due date. Coaches cards are processed and distributed before the first enforcement date.
- Rosters are submitted on time, and updated when needed.
- Sportsmanship Incident Reports, Ejections, and Concussions reporting are handled in a timely, appropriate, and thorough manner. Process and present reports to the Board of Directors monthly.

Events Management

Secure venues, coordinate logistics and participation in all NCJLA events:

- **Delegates Meeting**
 - Contract venue & food
 - Coordinate speakers, presentations & agenda.
 - Invite vendors and put on lunch-time vendor fair.
 - Manage club attendance & RSVPs.
 - Prepare Operations Report presentation to give at the meeting
 - Review and approve direct reports' presentations prior to meeting.
 - Ensure all annual calendar items and relevant policy changes for the upcoming season are communicated to all member clubs whether in attendance or not.
 - Post evaluation form for feedback
 - Post presentations and email to clubs after the event.

- **Game Scheduling Meetings**

- Secure venues, communicate to clubs, and establish scheduling guidelines and meeting structure to promote efficient game scheduling.
- Scheduling meetings, hosting by NCJLA for its members.
- **CEP Clinics and PCA Workshops**
 - Provide communications support to NorCal Chapter of US Lacrosse to implement pre-season CEP clinics and PCA workshops. Send email blasts on their behalf to encourage coach attendance.
- **Pre-Season and End of Season Events**
 - Secure venues, review and approve game schedules, officials assigned, order services, field lining, medals, signage, etc.
 - Hire athletic trainers, event staff and volunteers, produce staffing schedules.
 - Coordinate vendor villages, permitting, insurance certificates, parking plan.
 - Distribute event plans and game schedules to clubs in timely manner.
- **Summer Workshop**
 - Plan all aspects of annual planning meeting with club leadership, commissioners, staff and board members.
 - Facilitate meeting, ensure clear process, feedback is captured and recommendations are compiled and presented to the board for review and action.

Staff, Consultants & Volunteer Oversight

- Ensure key administrative positions such as the Boys' and Girls' directors, website administrator and boys' and girls' commissioners' position are filled with competent individuals and oversee their activities so the boys' and girls' programs run smoothly and efficiently.
- Establish commissioner orientation presentation and be sure commissioners understand and are committed to fulfilling their roles.
- Evaluate each direct report's performance twice a year and report those results to the board.
- Present to the board of directors proposed policy changes in the off season for review and adoption prior to the September delegates meeting.
- Work with the president and board of directors to see that the mission and guiding principles of the NCJLA are implemented.
- Order and distribute NCJLA wear for all staff, board members and commissioners.

Fiscal Management

- Establish, with the NCJLA Board of Directors (specifically the Treasurer and President), an annual budget for the association. The budget shall be reviewed with the President in late July/early August and presented to the Board of Directors at its August meeting.
- Act as the fiscal agent for the NCJLA in conjunction with and at the direction of the NCJLA Treasurer:
 - Negotiate with all vendors for pre-season Play Dates; end of season

- activities; and Annual Delegates meeting.
- Assist in managing the contracts for all locations for NCJLA pre-season and post season activities.
- Ensure all official records, documents and fiscal records are maintained, secured and in compliance with federal, state and local regulations.
- Oversee accounts payable and receivables, handle cash when appropriate.

Communications and Club Support

- See that Girls and Boys Directors are holding regular effective communications through meetings, presentations, writing and social media with club representatives.
- Ensure the timely and accurate communication of the NCJLA's mission, guiding principles, minutes, policies and procedures.
- Write and maintain NCJLA Operations Guide providing league requirements, policies, and procedures clearly so clubs can easily understand their deliverables and how to interface with the league.
- Oversee website management and ensure content is kept up to date.
- Oversee the dissemination of all broad based NCJLA communications in a timely and consistent manner..
- Prepare and post an annual master calendar of events by the September delegates meeting and update as needed throughout the operating year.
- Establish a sound working relationship with member organizations, officials' organizations, board members, staff, and other members of the NorCal lacrosse community.
- Prepare and submit a monthly report for each board of directors meeting.
- Provide phone and email support to new club leadership as they learn how to interface with the NCJLA.
- Assist and ensure clubs are in compliance with NCJLA policies and guidelines. Recommend actions to the board as needed.
- Continue to educate Club leadership on where information can be found on our web site
- Stress to club leadership to disseminate the information provided by the NCJLA to its members

Scholarships & Grants Program Management

- Create and update applications annually, set timeline, accept and process completed applications.
- Work with board subcommittee to make award recommendations to the board.
- Inform applicants of outcome.
- Work with treasurer to process awards.

Other

- Attend annual US Lacrosse Convention, NorCal Lacrosse Convention, and meetings of lacrosse league leadership nationally.
- Join the NorCal Chapter Board and represent the league at monthly NorCal

- Chapter of US Lacrosse board meetings.
- Provide support as needed to board members as officials' contracts are negotiated.
 - Perform other duties and complete projects as assigned by the Board of Directors.
 - Participate in long-range planning and budgeting for the future of NCJLA, as needed.
 - Represent NCJLA and the lacrosse program in a professional manner.

Qualifications

- Proven, effective planning, management and leadership experience, ideally in a nonprofit environment.
- Strong supervisory skills of 1-5 people and a demonstrated ability to lead large volunteer organizations successfully.
- Strong written, verbal, presentation and interpersonal communication skills.
- Excellent computer skills including knowledge of Microsoft Word, Excel, PowerPoint as well as Web based collaboration tools and content management.
- Ability to multi-task and work efficiently under deadlines.
- Experience in budgeting and financial management
- Self-starter with the ability to work independently while being a team player.
- Dependable, reliable, honest, and trustworthy with high personal and professional ethical standards.
- Appreciation for and understanding of Lacrosse culture.
- The successful candidate will be subject to a background check as a condition of employment.

Organizational Relationships

The Executive Director reports to the NCJLA Board President.