

# **Saint Louis Park Girls' Traveling Basketball**

## **Board Member Guidelines**

Board Members will hold their positions for a term of 1 year.

All Board Member positions are to be re-elected or newly elected at the annual June Board meeting.

The one-year term runs from election date to election date.

Board members recusing themselves from the board will work diligently with the Board to find a replacement Member at the time of recusal or prior to the June election.

In exchange for meeting Board Member position requirements, Board Members will not be required to submit a volunteer deposit check, and or provide any additional volunteer time.

## **Board Formation**

1. The Board will have a minimum of (7) voting Members:  
President, Secretary, VP – High School Program, VP – Traveling Program, Director of Communications, Director of Operations, Treasurer
2. The Board may also consist of the following non-voting members:  
Tournament Director, Facility and Equipment Coordinator, Coaching Coordinator, Volunteer Coordinator, High School Head Girls Basketball Coach
3. A quorum of (5) voting Members must be present at Board meetings to vote on outstanding issues.
4. If a quorum of (5) voting Members cannot be met for any respective meeting, the meeting will be rescheduled.
5. If a voting Board Member loses voting privileges, the remaining voting Board Members will choose a non-voting Board member to vote for the remainder of the term.

## **General Board Member Position Requirements**

Attend all scheduled Board Member meetings.

1. If a Board Member is un-able to attend, notification will be given to the President more than one week in advance to allow for potential rescheduling of meeting.
2. Excused and un-excused absences are to be determined by Board vote.
3. 2-unexcused absences will result in the Board Member losing voting privileges for the remainder of their term.
4. 3-unexcused absences will result in the Board Member relinquishing their position, and must then provide necessary association volunteer hour requirements.

## **Specific Board Member Position Requirements**

### **President**

1. Voting Board Member
2. Schedules Board meetings
  - a. Monthly Board meetings are to be scheduled on a re-occurring monthly date (for example, the second Thursday of every month)
  - b. Sends out a reminder with Board meeting agenda, in coordination with the Secretary, no less than two days in advance of a Board meeting.
  - c. If a Board meeting needs to be rescheduled, coordinates with all Board Members and provides an alternate Board meeting time no less than one week in advance.
3. Presides over all Board meetings utilizing parliamentary procedure (Robert's Rules)
4. If un-able to attend a Board meeting, the VP – Traveling Program will preside over the Board meeting.
5. Has access to and responsibility for the SLPGTBA Bank Account and Debit Card
  - a. Miscellaneous purchases of more than \$50 must be pre-approved by the Board
  - b. Miscellaneous purchases of less than \$50 must also have the approval of the Treasurer
6. Co-manages the association e-mail account with the Director of Communications
  - a. When necessary, sends out association wide e-mail correspondence
  - b. Monitors in-box for pertinent association e-mail
7. Oversees yearly Try-outs
  - a. Selects, and contacts try-out elevators for Board review and approval
  - b. Selects, and contacts team formation committee for Board review and approval
  - c. Coordinates team formation meeting, with VP – Traveling Program, and team formation committee
  - d. Provides association direction and is present, along with VP – Traveling Program, during player selection and team formation
8. Emcees mandatory pre-season parent / player meeting
9. Is the point person for resolving conflicts with Board Members, coaches, players, and players' guardians.

### **Secretary**

1. Voting Board Member
2. Documents Board Member meeting attendance
3. Coordinates with Board President to establish monthly Board meeting agendas
4. Provides printed agendas to Board members at all Board Meetings
5. Takes notes during Board Meetings
6. Provides a written summary of Board meetings to Members for review, and for posting to the association website, no later than one week after each meeting.
7. Updates association documents with changes (i.e. Traveling Guidelines, Board of Director Guidelines, Volunteer Requirements) as per Board modifications.
8. Coordinates with Director of Communications to have the most current association documents available for download on the association website.

### **VP – High School Program**

1. Voting Board member
2. Banquet Coordination
3. Special Events / Parent and Traveling Nights / Player Passes
4. Work with Head Coach on items required by the Board
5. Oversees High School Program Finances
6. High School Concessions Coordinator
7. Setup for High School games and tournaments
8. Concessions inventory control for High School games and spring tournament

### **VP – Traveling Program**

1. Voting Board Member
2. Coordinates facility permits for gym reservations (*Potential Facility and Equipment Coordinator responsibility*)
  - a. Yearly tryouts
  - b. Fall Tournament
  - c. Yearly practices for all SLPGTBA teams
3. Coach Coordination (*Potential Coaching Coordinator responsibility*)
  - a. Interview / evaluate potential team coaches
  - b. Hire team coaches with Board approval
  - c. Background checks for team coaches and assistants (Trusted Coaches)
  - d. Review coaching guidelines with team coaches and assistants
4. Volunteer Coordination (*Potential Volunteer Coordinator responsibility*)
  - a. Coordinates sign-up for traveling tournaments, HS home games, and other volunteer jobs
  - b. Works with Director of Communications to set-up Online Sign-up Genius
  - c. Monitors and documents volunteer compliance with guidelines
5. Team Parent Liaison
  - a. Directs, approves and documents team parent selections
  - b. Communicates team status and updates to Board
  - c. Communicates scheduling and other team information to teams
  - d. Co-directs team scheduling for posting to the website with Director of Communications
6. Tournament Director assistance

### **Director of Communications**

1. Voting Member
2. Directs marketing efforts
  - a. Promotes the SLPGTBA
  - b. Sends out Try-out flyers to schools
  - c. Sends out Try-out mailers to students
  - d. Prints Ads (Peachjar)
  - e. Directs inventory and placement of association and tournament yard signs and banners
3. Maintains the SLPGTBA website
  - a. Posts and updates online information as needed
    - i. Team schedules (practices and games)
    - ii. Association activities
    - iii. Board Meeting minutes

- b. Manages online documentation in coordination with the Secretary
4. Schedules team pictures, and coordinates location reservations
5. Reserves room blocks for overnight tournaments
6. Co-manages the association e-mail account with the President
  - a. Sends out association wide e-mail correspondence
  - b. Monitors in-box for pertinent association e-mail
  - c. Replies to general communication from e-mail inbox that does not fall within another Board Member's responsibilities

#### **Director of Operations**

1. Voting Board member
2. Manages fall tournament concessions
  - a. Creates concessions menu and fees
  - b. Controls concessions inventory
3. Coordinates with VP – High School program and helps with management of Spring Tournament concessions
4. Manages team equipment (Potential Facility and Equipment Coordinator responsibility)
  - a. Distribution of equipment bags to teams
    - i. Basketball bag (1)
    - ii. Basketballs (5)
    - iii. First aid kit (1)
    - iv. Basketball pump (1)
    - v. Practice Pennies (6)
  - b. Monitors and maintains equipment bag contents
5. Manages uniform distribution (Potential Facility and Equipment Coordinator responsibility)
  - a. Reviews players' requested uniforms sizes and numbers
  - b. Compiles and delivers team uniforms
6. Manages uniform collection at the end of year for sorting and storage

#### **Treasurer**

1. Voting Board member
2. Adheres to 501(C)(3) laws
3. Submits annual tax filings
4. Reports on finances and budgeting at month Board meetings
5. Has access to and responsibility for the SLPGTBA Bank Account and Debit Card
  - a. Miscellaneous purchases of more than \$50 must be pre-approved by the Board
  - b. Miscellaneous purchases of less than \$50 must also have the approval of the President
6. Maintains association insurance, making sure the policy includes Fall Tournament Coverage
7. Directs fundraising endeavors
8. Works with Tournament Director to manage Fall Tournament cash boxes
9. Pays Fall Tournament contractors (Referees and Trainers)

#### **Tournament Director**

1. Non-voting Board Member
2. As per Board approval selects Fall Tournament dates
3. Secures gym reservations (Potential Facility and Equipment Coordinator responsibility)

4. Updates Fall Tournament brochure for inclusion in MYAS tournament book
5. Coordinates with online tournament bracket registration and creation contractor
6. Schedules referees for fall tournament
7. Schedules trainers for fall tournament
8. Recruits teams
9. Monitors registered tournament teams
10. Sets tournament size, and bracket formations
11. Reviews and makes changes to Tournament Rules

#### **Facility and Equipment Coordinator**

1. Non-voting Board Member
2. Manages team equipment
  - a. Distribution of equipment bags to teams
    - i. Basketball bag (1)
    - ii. Basketballs (5)
    - iii. First aid kit (1)
    - iv. Basketball pump (1)
    - v. Practice Pennies (6)
  - b. Monitors and maintains equipment bag contents
3. Manages uniform distribution
  - a. Reviews players' requested uniforms sizes and numbers
  - b. Compiles and delivers team uniforms
4. Manages uniform collection at the end of year for sorting and storage

#### **Volunteer Coordinator**

1. Non-voting Board Member
2. Coordinates sign-up for traveling tournaments, HS home games, and other volunteer jobs
3. Works with Director of Communications to set-up Online Sign-up Genius
4. Monitors and documents volunteer compliance with guidelines

#### **Coaching Coordinator**

1. Non-voting Board Member
2. Interviews / evaluates potential team coaches
3. Hires team coaches with Board approval
4. Directs background checks for team coaches and assistants (Trusted Coaches)
5. Reviews coaching guidelines with team coaches and assistants

#### **Head High School Basketball Coach**

5. Non-voting Board Member
6. Works with Board to recruit association players
7. Works with Board / Coaching Coordinator to develop coaching and player development guidelines
8. Acts as a liaison between HS players and association volunteering