

# Centennial Lacrosse Association Board and Coordinator Job Descriptions

## Job Description of Board of Directors

### President

Required to be at all board meetings, both in person registration sessions and any other scheduled meetings. The President is responsible for the overall operation of the non-profit corporation.

#### The President is responsible for:

- Day to Day operation of the association
- Issue resolution
- Agendas for regularly scheduled and special board meetings
- Maintain a timeline of tasks to be completed
- Proper notification to board members and membership for all CLA board meetings
- Continuous communication with all board members and association members
- Scheduling meetings a year in advance
- Reserve board room or other locations.
- Signor of lacrosse bank account checks
- Annual lacrosse budget process – responsibility shared with Executive Board Members (V.P., Secretary, Treasurer)
- Compliance with Minnesota Youth Lacrosse.
- Hold accountable all Board Directors. Assure that everyone is meeting their commitments to CLA
- Respond timely to all inquires, complaints and comments from the membership.
- Work with CLA directors to resolve/implement/recognize situations requiring attention
- Be available via telephone and email
- Hold a key to CLA PO Box and CLA locked equipment box.
- Share the responsibility to pick up the mail from the Post Office with the Treasurer.
- Be the keeper of the master keys for the CLA locked equipment box.
- Ensure the Bylaws, the Directors Handbook and CLA Parents and Players Handbook are current and available on CLA Website. May assign this task to another board member.
- Ensure Team Manager meeting is scheduled and organized at beginning of season. May assign this task to another board member. (either registrar or a Manager's manager – volunteer position – someone with many years of managerial experience)
- The President may be assigned other tasks in addition to the president duties.
- Send a letter of thanks to all coaches at the end of the season.