

## Centennial Lacrosse Association Board and Coordinator Job Descriptions

### **Vice President**

Required to be at all board meetings, both in person registration sessions and any other scheduled meetings.

#### The Vice-President is responsible for:

- Is responsible to take over for the President at any meeting that the President cannot attend.
- Fill in for the President, as required, if the President is unable to perform his/her duties.
- Responsible for leading the annual budget process, and reporting bi-annually on financial status (actual vs. budgeted expenditures).
- This person needs to be aware of what is going on so that they can step in as President if the President should be unable to fulfill his/her responsibilities.
- Shares responsibilities for attending YLM meetings with the President.
- Responsible for the administrative side of the organization, and verifying all responsibilities of directors are completed in timely manners.
- This position is supposed to keep track of expenses vs. budget to assure that the association is financially sound.
- Provide an Annual Financial Report to the organization.
- Responsible for assuring by-laws are reviewed annually and updated appropriately if needed.
- Responsible for the lacrosse operations side of the organization, relating to player/coach development. They are responsible for assuring all directors are completing necessary tasks in a timely manner.
- Responsible for annually reviewing the Coach and Player code of conduct and updating as appropriate. These documents must be signed by all players/coaches in the organization.