



Southridge Lacrosse Association Board of Directors	
Officer Title:	President
Term:	Two years
Position Description	
<p>ROLE AND RESPONSIBILITIES</p> <p>The President shall preside at all meetings of the Association and shall be the General Manager of the Association. Subject to approval by the Association Board, the President shall appoint such committees as may be required for the proper operation of the Association. The President shall be the appointed representatives of the Association and shall make such reports and recommendations to the Association Board at any regular or special meetings concerning the work and affairs of the Association as in his/her judgment may be necessary, and shall perform such other duties as may be incidental to the office. The President shall serve for the administration succeeding his own, as an ad-hoc member of the Board and budget committee. The President shall be responsible for signing all approved contracts, agreements, etc.</p> <p>OTHER RESPONSIBILITIES</p> <ul style="list-style-type: none"> • State of Oregon Annual Non-Profit Filing • Board of Directors Insurance Policy Renewal • Contracts (Coaches, videographers) • Club Liability Insurance – US Lacrosse • Submit Team Certification Document to OHSLA • Assist Treasurer with scholarship process • Social media: Manage @hawklacrosse Twitter account and Southridge Lacrosse Facebook profile • Manage player conduct violations and act as board liaison between the player, parent and coaching staff. • Dicks Sporting Goods Sponsorship Application • End-of-Field nets – repair/replace and set up/takedown <p>ADDITIONAL NOTES</p>	



**Southridge Lacrosse Association
Board of Directors**

Officer Title:	Vice-President
Term:	Two years
Position Description	
ROLE AND RESPONSIBILITIES	
<p>The Vice President of the Association shall perform the duties of the President in case of his/her absence, resignation or inability to act, and such duties as may be assigned to him/her by the President.</p>	
OTHER RESPONSIBILITIES	
<ul style="list-style-type: none">• Manage grade checks and academic ineligibility process and act as board liaison between the player, parent and coaching staff.• Manage storage facility• Renew Krossover Subscription (film breakdown)• Home game Announcer's script (both teams)• Home game sponsorships script (both teams)• Other duties as assigned by the President	
ADDITIONAL NOTES	



**Southridge Lacrosse Association
Board of Directors**

Officer Title:	Treasurer
Term:	Two years
Position Description	
ROLE AND RESPONSIBILITIES	
<p>The Treasurer shall receive, distribute and account for all of the funds of the Association. A written financial statement shall be presented at the regular monthly meeting. He/she shall receive and have custody of, and account for, all deeds, securities, notes, contracts, and other financial papers of the Association, and shall place them in safekeeping in the safe deposit vaults of a bank designated by the Association and under the rules regarding access as the Association shall determine. He/she shall present, sixty days after the close of the fiscal year, a comprehensive financial statement of receipts and disbursements of the Association during the preceding year. He/she shall perform such other duties, as may be incidental to the office to include proper oversight of disbursements and holding of Association funds.</p>	
OTHER RESPONSIBILITIES	
<ul style="list-style-type: none">• Submit annual tax filing - September• Produce monthly budget for Board Meetings• Checks to coaches• Invoice players• Manage payment plans• Manage scholarship process• Manage team equipment purchases• Other duties as assigned by the President	
ADDITIONAL NOTES	



**Southridge Lacrosse Association
Board of Directors**

Officer Title:	Secretary
Term:	One year
Position Description	
ROLE AND RESPONSIBILITIES	
<p>The Secretary shall keep complete records of all meetings of the Association, including as accurate record of attendance of members; shall furnish the appropriate Committee Chairperson, prior to the end of the calendar year, with a list of officers and members of the Association whose terms shall expire at the next Annual Meeting; give notices as directed by the President; and shall be custodian of all records of the Association except records and paper kept by the Treasurer; and shall perform such other duties as may be incidental to the office.</p>	
OTHER RESPONSIBILITIES	
<ul style="list-style-type: none">• Schedule meeting rooms for Board and Parent Meetings and Program events• Board Meetings: Establish agenda and manage meeting minutes• Oversee Club Fair and Curriculum night at SRHS – submit forms and arrange volunteers• First Aid Training for all Coaches• Organize Dicks Sporting Goods Day Volunteers• Organize free mouth guards from local orthodontists• Concession Stand Point – Booster Club Point of Contact• Manage board nominations and election process• End of Season Survey• Other duties as assigned by the President	
ADDITIONAL NOTES	



**Southridge Lacrosse Association
Board of Directors**

Officer Title:	THPRD Coordinator
Term:	One year
Position Description	
ROLE AND RESPONSIBILITIES <p>The THPRD Coordinator will act as the association representative relative to required communication with THPRD to secure field space as well as dates and times for practice, games and other events.</p>	
OTHER RESPONSIBILITIES <ul style="list-style-type: none">• THPRD background checks for board members, coaches and program volunteers• Confirm THPRD assessments are current/in-district status• Confirm THPRD Affiliate status• Scheduling for Speed and Conditioning• Oversee Videographer• Arrange Trainers for all home games• Stock First Aid Kits (both teams)• Other duties as assigned by the President	
ADDITIONAL NOTES	



**Southridge Lacrosse Association
Board of Directors**

Officer Title:	Member at Large – Boys Program
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Term:	One year
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Position Description

ROLE AND RESPONSIBILITIES

Shall be voting members of the board and carry out duties related to the operation of the association as well as those assigned by the President and approved by the Board.

OTHER RESPONSIBILITIES

- Organize Youth Camp at beginning of season
- Obtain copies all required coaching certifications
- Manage helmet recertification process and new helmet purchase
- Management of uniform handout and turn-in
- Manage volunteers for boys activities (parents and managers for all boy teams) – to include home field setup and take-down, announcers, statisticians, time keepers, submitting required game information to league after all games, etc.
- Assist with coordinating team building events for all teams
- Organize Senior Night and end of season party (including lacrosse stick awards)
- Collaborate and support with Team Parents
- Lead coaches search (if vacancy)
- Boys point of contact for any off-season leagues (e.g. non-club summer, fall and winter leagues)
- Other duties as assigned by the President

ADDITIONAL NOTES



**Southridge Lacrosse Association
Board of Directors**

Officer Title:	Member at Large – Girls Program
Term:	One year

Position Description

ROLE AND RESPONSIBILITIES

Shall be voting members of the board and carry out duties related to the operation of the association as well as those assigned by the President and approved by the Board.

OTHER RESPONSIBILITIES

- Organize Youth Camp at beginning of season
- Obtain copies all required coaching certifications
- Management of uniform handout and turn-in
- Manage volunteers for girl’s activities and games (parents and managers for all girl teams) – to include home field setup and take-down, announcers, statisticians, time keepers, submitting required game information to league after all games, etc.
- Assist with coordinating team building events for all teams
- Organize Senior Night and end of season party (including Lacrosse stick awards)
- Collaborate and support with Team Parents
- Lead coaches search (if vacancy)
- Girls point of contact for any off-season leagues (e.g. non-club summer, fall and winter leagues)
- Other duties as assigned by the President

ADDITIONAL NOTES



Southridge Lacrosse Association

Position Title: Registrar

Term: One year

Position Description

ROLE AND RESPONSIBILITIES

The Registrar will manage all aspects of player registration of the Association including the collection of all required forms. The Registrar will notify coaches of any incomplete player registrations disqualifying them to participate in any practice or game until registration has been completed.

OTHER RESPONSIBILITIES

- Manage program registrations
- Collect all mandatory forms from players, board members and coaches
- Verify all players have current US Lax memberships
- Manage concussion testing program
- Update and maintain email lists
- Send Email blasts
- Website management
- Organize packets for Player/Parent meeting
- Order Lacrosse letters and pins for Varsity awards (both teams)
- Collect mail from P.O. Box
- Other duties as assigned by the President

ADDITIONAL NOTES



Southridge Lacrosse Association

Position Title:	Program Liaison
Term:	One year
Position Description	
ROLE AND RESPONSIBILITIES	
Shall be voting members of the board and carry out duties related to the operation of the association as well as those assigned by the President and approved by the Board.	
OTHER RESPONSIBILITIES	
<ul style="list-style-type: none">• Sponsorship management• Manage program fundraising• Oversee apparel and uniforms• Manage Picture Day• Programs and posters printed• Other duties as assigned by the President	
ADDITIONAL NOTES	