

Yuba City Chiatku Lacrosse Club  
Board Member Duties  
General Board of Directors

**Club President**

The President is part of the elect board and has an equal vote on all issues concerning YCCLC.

- Presides over all scheduled and special YCCLC meetings.
- Manage coach registration (background checks, adherence to USL membership, training, certification, etc.)
- Delegate specific responsibilities to club board members to ensure seamless activity.
- Oversee team game scheduling as well team practice locations.
- Act as primary liaison with school administration including athletic secretary, vice principal, and facilities.
- Oversee purchasing of all products and ensure compliance with set budget.
- Oversee financials to ensure viability of the club.
- Act as primary liaison with coaches and parents as required.
- Manage content posted on the YCCLC website.
- Receive and deposit monies due to YCCLC and report to the Club Treasurer.
- Attend all Board Meetings.
- Active member of the USLA.
- Previous Board Member

**Vice President**

The Vice President is part of the elect board and has an equal vote on all issues concerning YCCLC.

- Preside over YCCLC meetings in the absence of the President.
- Assist the President with overseeing all aspects of the YCCLC.
- Oversee finances and adherence to the budget.
- Assist in the communication with parents as required.
- Recruit and retain qualified coaches, for each age level and season YCCLC participates.
- Coordinate coach's education including US Lacrosse Level 1 & 2 education as well as PCA training.
- Attend all Board meetings.
- Active member of USLA.

**Treasurer**

The Treasurer is a part of the elect board and has an equal vote on all issues concerning YCCLC.

- Maintain organized financial records of all funds for the organization.
- Present a statement of accounts at all regular meetings and at other times when requested to do so by the President.
- Receive and deposit all monies due to YCCLC.
- Oversee all expenses and ensure adherence to the budget. The ledgers spreadsheets and banking records shall be open for review of the Board when needed.
- Maintain player account spreadsheets in a timely manner.
- Attend all Board meetings.

**Secretary**

The Secretary is a part of the elect board and has an equal vote on all issues concerning YCCLC.

- Record all Board meeting minutes for the YCCLC.
- Record, distribute and post on the YCCLC website a copy of minutes from all Board meetings in a timely manner.
- Maintain player and parent contact information and email list.
- Keep an updated list of YCCLC board members with contact information.
- Keep record of the club bylaws and any other historical documents.

**Media Coordinator**

- Works to increase community awareness of Yuba City Chiatku Lacrosse.
- Prepares and submits articles and advertisements to local papers, magazines, and other media outlets. (Note: Certain articles should be reviewed with the board prior to submission.)

**Fundraiser Coordinator**

- Create and manage fundraising events or activities to generate funds for large purchases (i.e. goals, nets, balls, field supplies, etc.), coach's training, and player scholarships.

**Apparel Coordinator**

- Coordinate the purchase, sale, and distribution of team apparel.
- Support and manage fundraising events or activities to generate funds for YCCLC.

**Boy's Lacrosse Representative - TBD**

- Pre-season planning and program development.
- Develop and maintain a seasonal calendar for boy's program.
- Help coordinate all aspects of play for boys lacrosse: Spring, Fall, and festival/jamborees opportunities.

**Equipment/Field Maintenance Coordinator - TBD**

- Organize, inventory, maintain, purchase and distribute team equipment.
- Maintain goals, nets, and field lines for both games and practices.