



BOARD OF DIRECTORS: DUTIES

The Milwaukee Area Youth Lacrosse Association, Inc. (MAYLA) shall have at least nine (9) directors and no more than fifteen (15) directors on its board, in accordance with its bylaws. The board may or may not consist of the following directors, with the exception of Officers.

Officers

The officers of the Board of Directors shall be: the (President, Vice President, Treasurer, Secretary) and such other offices which may be created by the Board. No two offices may be held by the same person:

President (in addition to what is stated in the MAYLA Bylaws):

- Overall direction of MAYLA
- Preside at all meetings of the Board and general and/or special meetings of the Membership
- Shall prepare the agenda for such meetings
- Oversee the preparation of the annual budget and financial statements
- Serve as a member of all committees
- Shall serve as Chairperson as the Executive Committee
- Maintain signing authority
- Attend or appoint designates to attend WLF and other relevant meetings
- Prepare/perform press releases through the media as required by the Board
- Uphold all US Lacrosse, NFHS, WLF and MAYLA rules and regulations
- Uphold all MAYLA bylaws, policies and procedures
- Prepare a report for the Annual Meeting
- Oversee the performance of the League Commissioner
- This position would be open for election in even years

Vice President (in addition to what is stated in the MAYLA Bylaws):

- Perform duties of the President in their absence
- Perform such other duties as designated by the President
- Act as Chair of the Grievance Committee
- Oversee appointment of Grievance Committee, including the Director of Officials and at least one other Director, to hear and address formal complaints

- Serve as an alternate in attendance at committee meetings
- Prepare a report for the Annual Meeting
- Report to the President
- This position would be open for election in odd years

Secretary (in addition to what is outlined in the MAYLA Bylaws):

- Attend all Board Meetings
- Record and ensure the accuracy of the minutes of the BOD meetings, including the Annual Meeting or other Special Meetings as called
- Send appropriate minutes to be posted on the website
- Maintain a listing of MAYLA members, along with appropriate contact information
- Perform such other duties as designated by the President
- Report to the President
- This position would be open for election in even years

Treasurer (in addition to what is outlined in the MAYLA Bylaws):

- Oversee the financial administration of MAYLA, review procedures and financial reporting, advise the board on financial strategy
- Oversee the MAYLA bookkeeping
- Deposit all monies or other valuable effects in the name and to the credit of MAYLA in such bank accounts as may from time to time be designated by the Board
- Maintain signing authority
- Present financial statements to the MAYLA BOD at board meetings
- Present a financial report at the Annual Meeting
- Provide suggestions to the Board on financial matters associated with current budget and comparisons to budget
- Chair the Financial Committee which prepares the annual budget
- Report to the President
- This position would be open for election in odd years

Board of Directors

Boys' Youth Director

- Provide MAYLA with any ideas for furthering boys' youth teams
- Communicate pertinent information to boys' youth team coaches
- Schedule and hold an annual pre-season meeting with all boys' youth coaches to review any issues, concerns, changes and rules for the upcoming season
- Have mid-season contact or communication with boys' youth team coaches

- Schedule and hold a post-season meeting with all boys' youth coaches to review any issues, concerns or changes in preparation for the next season
- This position would be open for election in odd years

Girls' Youth Director

- Provide MAYLA with any ideas for furthering girls' youth teams
- Communicate pertinent information to girls' youth team coaches
- Schedule and hold an annual pre-season meeting with all girls' youth coaches to review any issues, concerns, changes and rules for the upcoming season
- Have mid-season contact or communication with girls' youth team coaches
- Schedule and hold a post-season meeting with all girls' youth coaches to review any issues, concerns or changes in preparation for the next season
- This position would be open for election in even years

Communications Director

- Maintain a database of programs: coaches and program assistants, members with appropriate contact information
- Disseminate appropriate electronic information to MAYLA coaches, program assistants and members, as necessary
- Build a database of coach information that will include certification and US Lacrosse membership data
- Assist the MAYLA Webmaster in keeping website information up-to-date
- This position would be open for election in odd years

New Programs Director

- Assist new MAYLA teams with information, education and contact information
- Serve as a primary contact for emerging youth programs
- Help to promote youth lacrosse within the MAYLA area
- Collaborate with directors as necessary
- Utilize the WLF New Programs Director as a resource
- This position would be open for election in even years

Education Director

- Proactively seek out educational opportunities for MAYLA area players, coaches, parents and officials
- Collaborate with MAYLA Directors for optimum support, promotion, etc for educational events

- Report on clinic participation numbers to the board
- Prepare for following season opportunities
- When appropriate, solicit volunteers from the membership for event assistance
- Utilize PCA guidelines to help promote sportsmanship to MAYLA players, coaches, parents and officials
- This position would be open for election in odd years

Marketing Director

- Promote MAYLA to local media representatives
- Encourage programs to provide the local media with game reports
- Promote MAYLA within the community
- Create and publish newsletters to the MAYLA membership and programs, as determined by the BOD
- This position would be open for election in even years

Umpire Director

- Attend Board meetings and advise of referee issues
- Advise Board of any risk management issues
- Maintain open and effective communication with MAYLA coaches in regard to potential risk management issues
- Ensure all MAYLA programs have access to the MAYLA Injury Form
- Investigate all safety concerns reported by team officials
- Ensure that all programs have an Emergency Action Plan (EAP) in place
- Where the MAYLA Code of Conduct is perceived to have been contravened, ensure that all parties are familiar with, and understand their rights under the Code of Conduct
- Communicate with BLUB on an ongoing basis
- Coordinate with WILOA, BLUB, MAYLA League Commissioner on the recruitment of qualified officials
- Support officials both on and off the field
- Support WLF Officials Directors in training promotion
- Report to the President
- This position would be open for election in odd years

Referee Director

- Attend Board meetings and advise of referee issues
- Advise Board of any risk management issues
- Maintain open and effective communication with MAYLA coaches in regard to potential risk management issues
- Ensure all MAYLA programs have access to the MAYLA Injury Form
- Investigate all safety concerns reported by team officials

- Ensure that all programs have an Emergency Action Plan (EAP) in place
- Where the MAYLA Code of Conduct is perceived to have been contravened, ensure that all parties are familiar with, and understand their rights under the Code of Conduct
- Communicate with WILOA on an ongoing basis
- Coordinate with WILOA, BLUB, MAYLA League Commissioner on the recruitment of qualified officials
- Support officials both on and off the field
- Support WLF Officials Directors in training promotion
- Report to the President
- This position would be open for election in even years

Adopted: November 28, 2011