



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. All Directors will help to promote youth lacrosse within the MAYLA area. 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 local US Lacrosse Chapter and other relevant meetings
- Prepare/perform press releases through the media as required by the Board
- Uphold all US Lacrosse, NFHS, 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
- Serve as an alternate in attendance at committee meetings
- Assist new MAYLA teams with information, education and contact information
- Serve as a primary contact for emerging youth programs
- Complete Job Performance reviews in togetherness with those directors that work closely with MAYLA Independent Contractors prior to the annual election process.
- 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 program assistants and members, along with appropriate contact information
- Maintain and archive MAYLA records as required by the MAYLA policies, bylaws and applicable state and federal laws
- 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
- Educate new programs about grants available through the Chapter or US Lacrosse
- 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 or create and distribute a post-season Coaches Survey, within 30 days of the season end, to query MAYLA boys' coaches as to the success of the season, while identifying and reporting areas for improvement for the Board of Directors.
- with all boys' youth coaches to review any issues, concerns or changes in preparation for the next season
- Disseminate appropriate electronic information to MAYLA coaches, program assistants and members, as necessary
- 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 or create and distribute a post-season Coaches Survey, within 30 days of the season end, to query MAYLA girls' coaches as to the success of the season, while identifying and reporting areas for improvement for the Board of Directors.
- Disseminate appropriate electronic information to MAYLA coaches, program assistants and members, as necessary
- 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
- Build a database of coach information that will include certification and US Lacrosse membership data
- 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/Communications Director

- Act as MAYLA Webmaster keeping the website current with information updates provided by fellow BOD members
- Promote MAYLA to local media representatives
- Promote MAYLA via social media
- Encourage programs to provide the local media with game reports and other information pertinent to lacrosse
- Promote MAYLA within the community
- Create and publish newsletters to the MAYLA membership and programs, as determined by the BOD
- Maintain and update organizational login and password information as appropriate for the website, social media, and Office 365 portal
- This position would be open for election in even years

At-Large Members

- Attend all Board Meetings
- Assist other Directors or on special projects as needed
- Perform such other duties as designated by the President
- If there are more than one Member At-Large positions, these will be elected in alternating years.

Special Advisors to Boys' and Girls' Games

The Boys' and Girls' Special Advisor to the Milwaukee Area Youth Lacrosse Association, Inc. (MAYLA) Board of Directors will possess a significant level of experience and knowledge regarding the game of lacrosse and the management of teams or leagues. The role and purpose of this appointed position is to advise and provide expertise on all aspects of youth lacrosse, in a non-voting capacity, with a shared commitment to promote, organize and advance the MAYLA lacrosse community. The Advisors will be available to collaborate on a regular and ongoing basis, and attend meetings, as needed. Attendance will not count toward establishing a meeting quorum.

Specific duties and responsibilities may include, but not be limited to:

- Consultation with the MAYLA Education Director regarding league-sponsored educational events
- Assist with education and personal development of MAYLA members in keeping with the Mission Statement
- Committee participation as available
- Participate or attend MAYLA-sponsored special events
- Be a sounding board for lacrosse-related matters
- Keep the MAYLA BOD in touch with current trends and developments in lacrosse

The Special Advisors will uphold all MAYLA by-laws and policies, including the Conflict of Interest Policy.

As MAYLA Directors, the Special Advisors will be covered under the MAYLA Director and Officer Insurance Policy.

The Boys' and Girls' Special Advisors will serve for one year, and can be renewed for multiple years upon the approval of the majority of the MAYLA BOD.

Adopted: November 28, 2011
Revised: January 20, 2013
January 19, 2014
February 5, 2014
July 25, 2016
October 22, 2018
December 17, 2018