



Job Descriptions

President

The President of the Board shall preside at all meetings of the members and of the Board of Directors. The president shall be the chief executive officer of the Association and shall have general and active management of the activities of the Association, and shall see that all orders and resolutions of the board of directors are carried into effect. The president shall execute all authorized conveyances, contracts, or other obligations in the name of the Association except where required by law to be otherwise signed and executed and except where the signing and the execution thereof shall be expressly delegated by the board of directors to some other officer or agent of the Association. The president shall be an ex-officio member of all committees of CW3 and he or the appropriate member of the Association shall be the official representative of CW3 to all outside activities.

Vice President

The Vice President of the Board, in the absence of the president of the board, shall preside at all meetings of the members and of the board of directors. The vice president shall have such other powers and duties as may from time-to-time be prescribed by the board of directors.

Treasurer

The Treasurer shall render to the president and directors, at the regular meetings of the Board, or whenever they may require it, an account of all transactions as Treasurer and of the financial condition of the Association. The treasurer shall submit a fiscal report showing income and expenses by budget categories and the current balance of all Association accounts at a quarterly board of directors meeting. If required by the board of directors, The treasurer shall have custody of the funds and securities of the Association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the board of directors. The treasurer and the president or vice president, shall disburse the funds of the Association as may be ordered by the board, taking proper vouchers for such disbursements. The treasurer shall also be responsible for preparing any and all federal or state tax returns. The treasurer shall be responsible for preparing any and all papers regarding the tax-exempt status of the Association. The treasurer shall arrange for an internal review of all Association accounts at the conclusion of each fiscal year such that the report will be completed by the annual general meeting. The treasurer will distribute the internal report at the annual general meeting.

Secretary

The Secretary shall attend all meetings of the Board and all meetings of the members and record all votes and the minutes of all proceedings and have such other duties as delegated by the Board of Directors.

Facility Director

The Facility Director shall be responsible for the condition of all playing fields used by CW3. He shall have authority to direct any outside company to perform playing field maintenance, subject to approval from the board of directors. The facility director shall be responsible for the planning, installation of and maintenance of playing fields. The facility director shall be the liaison with local community and Walled Lake School District officials concerning the interest of CW3 in the use of their facilities. The facility director shall ensure that all field permits for school and community fields are on file. The facility director shall ensure that the activities of CW3 in the use of the fields do not adversely affect the relationship between the Association, the community and the schools. The facility director shall have his own budget, subject to approval of the board of directors. The facility director shall perform any other duties as assigned by the board of directors.

House Director

The House Director shall be responsible for creating teams, player placement and game scheduling for his/her league. The house director shall be responsible for representing his/her group as a voting member of the Association. The house director shall perform any other duties as assigned by the board of directors.

Recreational Travel Director

The Recreational Travel Director shall be responsible for creating teams, player placement and game scheduling consistent with his/her league. The recreational travel director shall be responsible for representing his/her group as a voting member of the Association. The recreational travel director shall perform any other duties as assigned by the board of directors.

Registrar

The Registrar shall be responsible for attending to all correspondence, initiate and reply to all formal inquires, provide information required by local, state, and national governments, or requested information by affiliated and other organizations. The registrar shall maintain the record copies of the bylaws of CW3, rosters of all teams, players and coaches for the current and preceding years since the inception of the Association.

League Administrator

The League Administrator will be a contract or employee position as determined by the Board of Directors. The League Administrator will be responsible for all duties normally associated with a league registrar position including the following:

- 1) The creation, distribution and reception of all player and team registration information in accordance with association policies and procedures.
- 2) The registering of players and teams in to associated programs including WSSL and MSYSA.
- 3) Maintaining a complete record of all teams and players, for the purpose of player registration and team affiliation.

Additionally, the League Administrator will have other responsibilities as determined by the board of directors and detailed in the contractor or employment agreement for the position

Head Referee

The Head Referee generally shall be responsible for recruiting and coordinating the training of all referees of CW3. The head referee shall be responsible to oversee and assist the referee scheduler who schedules referees to officiate all home games and shall arrange for the payment for referee services. The head referee also shall assist in the settlement of disputes involving referees and shall provide for their evaluation and recommended discipline when needed. The head referee shall perform any other duties as assigned by the board of directors.

Communications Director

The Communications Director shall be responsible for the daily communication of CW3, as directed by the board of directors. The communication director shall be the liaison between the Association's website providers and shall be responsible for tracking the usage activity relating to the website. The communications director shall assist in the creation of materials designed to register players in the Association. The communications director shall perform any other duties as assigned by the board of directors.

Equipment Director

The Equipment Director shall be responsible for all non-cash assets of CW3. The equipment manager shall ensure that sufficient and proper equipment is available to support the activities of CW3. This duty primarily shall involve, but is not limited to providing for uniforms, balls, nets, medical equipment and any other related and necessary equipment. The equipment manager shall perform any other duties as assigned by the board of directors.

Coaching Director

The Coaching Director shall generally have responsibility for training, certifying and monitoring all coaches and trainers of CW3. The coaching director shall assist in the settlement of disputes involving coaches and trainers. The coaching director shall provide for evaluation of and recommend discipline of member coaches and trainers. The coaching director shall perform any other duties as assigned by the board of directors.

Past-President

The Past-President of the Board position will automatically become occupied by the former president upon the election of a new board president. The purpose and intention of the past-president position shall be to provide continuity of the association programs from one administration to the next. In the event the former president is unable or unwilling to continue in the role of past-president, the board may appoint another individual to serve in the position.