

Board of Directors

Roles and Responsibilities

President

- Serves as the Head of the Board for Christian Home School Athletics (CHSA)
- Ensures that the organization is striving to achieve its mission
- Provides leadership to the Board of Directors
- Encourages the Board's role in strategic planning
- Helps guide and mediate Board actions with respect to organizational and governance concerns
- Monitors financial planning
- Leads annual Board meetings and interviews incoming board members
- Advises and acts as a voting member on the Leadership Teams of each sport

Vice President – All Sports

- Reports to the Board President
- Works closely with the President and other staff
- Participates closely with the President to develop and implement officer transition plans
- Performs other responsibilities as assigned by the Board
- Handles conflicts and communications as “Program Director” with coaches and families
- Manages the direction of their sport and is responsible for the day-to-day operations
- Is a servant leader, willing to fill in when a volunteer is not available or has to step down from a role

Vice President of Basketball

- Prepares a preliminary budget and present for approval to the Basketball Leadership Team
 - Manages all income and expenses with Treasurer - P&L statements monthly
 - Approves spending
- Runs all Basketball Leadership Team meetings
- Organizes and empowers all volunteers to manage the various events and committees
 - Volunteer coordinator (if available)
 - Website Coordinator
 - Game and Tournament Scheduler
 - Tryout & Registration Coordinator
 - Gym Scheduler
 - Hotel Coordinator
 - Social Media Team/Advertising committee
 - Banquet Committee

- Homecoming Committee
- Senior Night Committee
- Team Moms
- Home Gate Coordinator
- Uniform Coordinator
- Picture Committee
- Fundraisers - Kroger, Amazon Smile, Scrip, Shoot-A-Thon, Spirit/Sponsor Shirt
- Works with Website Coordinator to manage all basketball information on the website from memberships to achievements, calendar signups and events, and tournament information.
- Is willing to be impartial and an active listener. Is not spiritually compromised. Honors CHSA bylaws, guidelines, core beliefs and values that grow Christian conduct, Gal 5:22-23.
- Handles all conflicts by directing individuals to meet with the individual that they have concerns with first, then have Player Rep get involved before becoming part of the resolution process
- Is sensitive and discreet with handling of all conflicts
- Coordinates with Head of Programs on the following items:
 - Coaching Staff
 - Coaching uniform for the season
 - Rosters
 - Equipment needs and purchases
 - Training
 - Background Checks
 - Concerns or conflicts that need attention
- Serves to keep both Head of Programs accountable to their primary roles and responsibilities, CHSA core values, guidelines, bylaws and Christian character during their term with CHSA

Secretary (Responsible to all sports in the program; Not a voting member of sport's leadership teams)

- Maintains records of the board and ensures effective management of organization's records (Keeps records in CHSA binders and website as appropriate; For example: meeting minutes, any handouts from board meetings, forum posts of importance, etc.)
- Makes any changes needed to corporate documents like bylaws
- Provides documentation to bank when changing signature authority
- Takes meeting minutes for board meetings and sport's leadership team interview meetings
- Manages minutes of board meetings and ensures minutes are distributed to members shortly after each meeting
- Manages nomination process for all sports and announce new board members
- Answers questions from prospective members via info@chsawolverines.com and connects inquiries to the VP of the sport or President as necessary
- Is familiar with CHSA legal documents to help answer questions

Treasurer (Responsible to all sports in the program)

- Manages the finances of the organization and provides monthly reports to each sport's Vice President
- Deposits funds on a timely manner and distributes funds as necessary
- Files taxes and IRS reports as necessary
- Manages all fundraising funds and donations (Scrip, Amazon, Kroger)

Officers of the Board

Head of Program for Girls or Boys

- Determine summer plans/workouts and communicate with coaches/players/potential new families
- Make tournament and equipment expense decisions for budget
- Meet with coaching staff to determine the following items:
 - Vision/Goal of the season, rules, priorities
 - Roster sizes for each team
 - # of games per team
 - Tournament participation
 - Practices - nights, locations, etc.
 - Determine # of teams per age group
 - Uniforms
 - Key dates - tryouts, registration, pictures, homecoming, senior night, banquet
 - Eligibility issues (JV/V)
- Conflict resolution throughout the season
- Working with Gym Coordinator to reserve practice gyms
- Coordinate with Game/Tournament Scheduler throughout the season
- Organize Coaches Clinic
- Organize tryouts (coaching perspective)
- Prepare for Registration:
 - Coaches meeting
 - Discussion points in general assembly
- Prepare for Banquet presentation

Player Reps (Active role in conflict resolution in program)

- Regularly attends board meetings and important related meetings
- Makes a serious commitment to participate actively in board work
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Stays informed and prepares well for all meetings
- Participates in fundraising for the organization
- Stays connected with families and players for conflict resolution matters
- Actively monitors practices for any potential conflicts among players or parents

- Encouraging and involved with ensuring our families are living out our mission
- Is sensitive and discreet with handling of all conflicts