

HRBBA BOARD MEMBER POSITION DESCRIPTIONS

President

- Ensure all elements of organization are running smoothly - which include:
 - Establishing monthly meeting agenda
 - Facilitating monthly meeting
 - Approving invoices for payment
 - Conduct parent meeting at try-outs
 - Organize Tip-Off night
 - Serve as member of executive committee
 - Monitor try-out selection with coaches
 - Handle code of conduct issues
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 15 hours a month

Vice President

- Work with President on all elements of organization
 - Assist with parent meeting at try-outs
 - Help organize Tip-Off night
 - Serve as member of executive committee
 - Monitor try-out selection with coaches
 - Handle code of conduct issues
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 8 hours a month

Secretary

- Responsible for recording meeting notes
 - Submit meeting notes to board for review within two weeks of monthly meeting
- Responsible for End of Season Banquet – which includes:
 - Invitations
 - Collection of team fees from Team Parent
 - Securing location
 - Food Selection
 - Prizes
 - Seating Arrangements
 - Registration
 - Work with President on EOS Surveys (ensure we have copies at the banquet)
- Track board attendance
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 4-6 hours a month

Treasurer

- Responsible for establishing annual budget
- Tracking revenue and expenses
- Handling all board finances – which includes
- Coaches Stipends
- Expense Reimbursement
- Depositing registration for both HRBBA and Southwest League
- Winter Tournament
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment – averages 6-8 hours a month

HRBBA BOARD MEMBER POSITION DESCRIPTIONS

Coaching Director

- Responsible for securing coaches
- Training coaches as needed or ensuring applicable training is established
- Coach follow-up to ensure adherence to HRBBA playing guidelines
- Manage all aspects of try-outs which includes:
 - Direction to evaluators and coaches
 - Help identify 5th grade talent
- Serve as member of Executive Committee
- Handle any issues with coaches during the season
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 10 – 12 hours a month

Assistant Coaching Director

- Responsible for helping identify potential coaches and forwarding information back to Coaching Director
- Assist with coaches training and applicable communication
- Tabulate coaches survey and provide report to board each April
- Coach follow-up to ensure adherence to HRBBA playing guidelines
- Assist with of try-outs which includes:
 - Direction to evaluators and coaches
 - Help identify 5th grade talent
- Handle any issues with coaches during the season
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 8-10 hours a month

Grade Representative

- Responsible for coordinating and disseminating Rochester tournament information to team parents
- Responsible for coordinating and disseminating State Tournament information
- Serve as liaison to parents on team issues this role also requires problem solving with parents and coaches
 - If unable to reach resolution - issue is escalated to the board at monthly board meeting
- Assist Winter Tournament director with the following projects:
 - 8th grade rep will be responsible for ordering/sorting/transporting trophies – will also help with dissemination during the tournament
 - 7th grade rep will be responsible for all tournament signage including printing of brackets, and printing/laminating concession and other signage as needed
 - 6th grade rep will be responsible for helping pick up concession donations and transporting back to HHS for tournament usage
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 4 hours a month

HRBBA BOARD MEMBER POSITION DESCRIPTIONS

Development Director

- Responsible for fundraising - including:
 - Creation and dissemination of sponsor letter
 - Obtaining prizes and donations for tournaments and annual banquet
- Responsible for creation/development of player and tournament directory
- Responsible for securing donated items for concessions
- Work with Royal Cuisine on concession menu and daily deposits
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 8-10 hours a month

Outside Tournament Director

- Responsible for scheduling all HRBBA tournaments
- Responsible for ensure timely registration payment of tournaments
- Responsible of coordinating State Tournament information with Team parents
 - Information handed out at Hopkins Winter Tournament
- Communication all outside tournament information to team parents and coaches once it's received from tournament directors
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 4 hours a month

Winter Tournament Director

- Responsible for ALL aspects of Winter tournament - including:
 - Receipt and tracking of registered teams
 - Communication to teams on openings
 - Posting information to HRBBA website
 - Ensuring tournament information is posted on MYAS website
 - Will need to send flyer with payment
 - Team seeding – determine if you will place in brackets or pool play
 - Brackets to HRBBA coaches before Winter break to review
 - Post brackets after winter break
 - Securing Officials
 - Tournament Signage
 - Trophy selection and dissemination
 - Handle all issues which arise at tournament
 - Trophy Creation and dissemination of sponsor letter
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 8 hours a month

Assistant Winter Tournament Director

- Responsible for ALL aspects of coordinating parent volunteers - including:
 - Introducing the volunteer assignments at Try-outs and Tip-Off night
 - Coordinate volunteer sign-up with team parents/coaches at Tip-off Night
- Assist Tournament Director as needed and handle all issues which arise at tournament
- Coordinate the following with Grade Representatives:
 - Trophy Pick-up
 - Bracket Printing
 - Concession Pick-up
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 6-8 hours a month

HRBBA BOARD MEMBER POSITION DESCRIPTIONS

Gym Scheduler/Director

- Responsible for working with Building Supervisor on securing permits for:
 - HRBBA Practices
 - Disseminating practice information to coaches and web master
 - HRBBA Events (Try-out, Tip-Off, Banquet, Monthly Meetings)
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 6-8 hours a month

Southwest League Director

- Responsible for all aspects of running league which include:
 - Setting try-out date
 - Securing uniforms
 - Securing officials
 - Communicating needs to Gym Director
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 6-8 hours a month

Registration Director

- Responsible for ALL aspects of HRBBA try-outs including:
 - Coordination of volunteers
 - Registration
 - Tabulation of scores (Saturday and Final)
 - Printing information for evaluators and coaches
 - Work with Equipment Director on numbers and sizes
- Assist Equipment Director in sourcing vendors for uniforms and game gear
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 6-8 hours a month

Equipment Director

- Responsible for ensuring we have equipment for all teams includes bag with ;
 - Balls/Pump/Scorebook
 - Board/Erasers/Markers/Pencils/Pens
 - Ice Packs/First Aid kits
 - Pennies
 - Whistles
- Responsible for sourcing vendors and securing uniforms and game gear for teams
- Replenish Coaches Bags as needed
- Attend monthly board meetings held second Wednesday of every month at HHS in the Fireside room from 7:00 - 9:00 p.m.
 - Time commitment: averages 6-8 hours a month

ALL BOARD MEMBERS ARE REQUIRED TO HELP WITH SET-UP AND TEAR DOWN OF HRBBA EVENTS (Try-outs, Tip-Off, Winter Tournament, Banquet)