

# **ROLES / RESPONSIBILITIES OF LVSSA BOARD OFFICERS**

(UPDATED 9.5.23)

## **PRESIDENT**

The President shall be the Chief Executive Officer of the Association and shall, subject to the collective power of the Board as a whole, supervise and control the affairs of the Association and activities of the Board Members. He or she shall perform all duties incident to the role and any such other duties as may be required or empowered by the law, Articles of Incorporation, Bylaws, or which may be prescribed from time to time by the Board of Directors. The President shall preside at all Board meetings and meetings of members. Except if otherwise provided in any governing documents, the President shall, in the name of the Association, be the executor of contracts, licenses, filings, or other such instruments that from time to time may need to be authorized. The President is a voting member of the Board but only casts their vote in the event of a tie or if a quorum is needed unless a process exception is noted in the Bylaws relative to a specific type of matter being voted upon.

## **VICE PRESIDENT**

The Vice President works with the Board of Directors to develop and enforce policies and objectives for the organization to ensure it maintains its values and meets established goals. This role, unless otherwise directed by the President, shall also manage the Membership roster, organize the Annual Member Meeting and Member Banquet, maintain an inventory of Association equipment/supplies, serve as the System Administrator for the Association's website, and oversee the work of any Committees. From time to time, the President may also assign other task responsibilities to this position as then viewed necessary for the furtherance of Association goals. In the absence of the President, or in the event of their inability or refusal to act, the Vice President shall perform all of the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President is a voting member of the Board.

## **SECRETARY**

The Secretary serves as the correspondence liaison between the Board and LVSSA Members, facilitates Board / Annual meetings (locations, notices, agendas, quorum call, minutes, etc.), maintains a calendar of planned Association activities/events, coordinates elections, and serves as the primary record keeper / record custodian for all Association operations. They shall keep at-hand contact and contract information where applicable for all government, banking, insurance, and other commercial entities the Association interacts with in support of the Association. Also, in general, perform all duties incident of the Office of Secretary and any such other duties as may be required by the law, articles of incorporation, or these Bylaws. However, these Bylaws shall also grant the Board the power by a majority vote in favor, to modify the scope of Secretary job responsibilities as deemed necessary to best address Association needs. The Secretary is a voting member of the Board.

## TREASURER

The Treasurer is responsible for the overall fiscal management of the Association and as such shall oversee all budgeting, reporting, and transaction authorization policies/procedures. Duties include ensuring financial records are accurately represented, incoming revenues are securely deposited in an established financial institution, invoices are paid in a timely way, and taxes are filed per federal/state/city regulations. Also, in general, the incumbent shall perform all duties incident of the Office of Treasurer and any such other duties as may be required by the law, articles of incorporation, or these Bylaws. However, these Bylaws shall also grant the Board by the power by a majority vote in favor, to modify the scope of Treasurer job responsibilities as deemed necessary to best address Association needs. The Treasurer is a voting member of the Board.

## REPRESENTATIVES: MEN 65 and OLDER, MEN 64 and YOUNGER, WOMEN

Each of these Board Officers is chartered with representing /advocating to the Board the interests, questions, and/or concerns of their constituencies. Each Representative shall maintain a presence at practices / scrimmages and keeps participants informed of the LVSSA Board happenings. Working in collaboration with their corresponding Field Commissioner if one has been appointed and other practice coordinators as relevant, they assist with the sign-up of new members, help organize special events (I.E. Holiday-themed scrimmages, post-scrimmage picnics, etc.), and help monitor Code of Conduct compliance. Each Representative is a voting member of the Board and a permanent member of the Disciplinary Committee if one has been established by the Board.