**ROLES/RESPONSIBILITIES OF LVSSA BOARD OFFICERS FOR 2025**

(updated 2/12/2025)

**PRESIDENT**

The President shall be the Chief Executive Officer (CEO) 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. This role specifically includes:

* Preside at all Board Meetings and Meetings of Members.
* Assist in the Executor of Contracts, Licenses, Filings and Other Instruments Needing Authorization.
* Performs all duties as required by Law, Articles of Incorporation, Bylaws and such duties prescribed from time to time by the Board of Directors.
* System Administrator of the Website.
* Creator of the Yearly Membership Form, and
* Work as a member of the LVSSA financial committee.

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. 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 specifically includes:

* Acting as parliamentarian;
* Chairing the Banquet Committee;
* Managing the mailbox;
* Along with the Secretary, shall maintain the records of the Association;
* Applying for and organizing the permits for the use of Lorenzi Park; and
* Work as a member of the LVSSA financial committee.

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 his/her 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 among the Board and organizes the Board meetings. This role specifically includes:

* Arranging the monthly meetings by scheduling the location and working with the President and Vice President to create the agenda;
* Notifying all Board members of the meetings;
* During the meetings, the Secretary will record the proceedings, make necessary notes, perform a role call, and declare if a quorum has been met;
* After the meetings, the Secretary will prepare minutes of the meetings for the approval of the President and Vice President, and then distribute the minutes to Board members for their review;
* Work with the Vice President on updating the records/files of the Association; and
* Shall keep the contact and contract information current and at hand for all government, banking, insurance, and other entities with which the Association interacts.

In addition, the Secretary shall perform all duties incident of the Office of Secretary and any such other duties as may be required by law, articles of incorporation, or Bylaws, or as directed by the President. 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 of a majority vote in favor, to modify the scope of Treasurer’s job responsibilities as deemed necessary to best address Association needs. The Treasurer is a voting member of the Board.

**REPRESENTATIVES : 65 AND OLDER MEN, 64 AND UNDER MEN, AND LADIES**

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;
* keep participants informed of LVSSA Board happenings;
* collaborate with their corresponding Field Commissioner if one has been appointed;
* assist with the sign-up of new members;
* help organize special events;
* monitor Code of Conduct compliance;
* notify the President of members who are in need of Goodwill/Welfare;
* maintain the current membership roster;
* collect and deposit membership funds if so directed by the president; and
* be a member of the Disciplinary Committee.

Each Representative is a voting member of the Board.