

WYSI Board of Directors Duties and Responsibilities

General expectations

- Understand the Board of Director's responsibility for the mission, direction, governance and fiduciary oversight of WYSI
- Be familiar with and abide by all governance and policy documents
- Abstain from any action that might lead to, or be perceived as, a conflict of interest
- Lead by example
- Serve the best interests of the organization as a whole; not personal or special interests
- Seek and respect the opinions of other Board members and the general membership
- Serve in leadership roles and undertake special assignments as needed
- Seek sound and innovative solutions to issues impacting the organization
- Serve as an active ambassador/liaison to the general membership and the Westfield community
- Foster an atmosphere that stimulates active involvement of the general membership in WYSI events and programs
- Recognize the need to constantly improve WYSI and its programs by identifying areas needing improvement, initiating efforts to improve, and diligently following-up until the task is complete
- Demonstrate a level of commitment and professionalism that befits an important community organization that serves approximately two thousand local families
- Have an appreciation of the many benefits that youth sports can provide for a child's health, growth, and education and strive to maximize the quality of youth sports experiences in Westfield

Meetings

- Attend, prepare for and participate in all regular and special meetings of the Board of Directors
- Work on behalf of the Board and WYSI in between meetings by completing the tasks delegated to Board member as well as the responsibilities of the Board member's specific office
- Read and understand the organization's financial statements, review the annual audit and understand the Board of Director's role and fiduciary responsibility to protect WYSI and its assets
- Be effectively and actively engaged in discussions during Board meetings while ultimately supporting the majority decision
- Maintain confidentiality on Board discussions and actions until the information is released appropriately

Governance (per bylaws/policies)

Authority of the Board:

- Hold regular monthly meetings
- Amend the Bylaws and Policies and Procedures
- Certify the election of Directors
- Select individuals who will serve as officers
- Remove officers and/or members of the Board if necessary
- Approve the budget
- Establish operating policies and procedures
- Authorize expenditure of funds consistent with the budget
- Create/appoint task forces and committees if warranted
- Implement and monitor strategic planning

WYSI BOARD of DIRECTORS

Responsibilities by Position

The President: The President shall be the chief officer of the Corporation. He or she shall preside at all meetings of the members and the Board of Directors and shall direct the policies and management of the Corporation. The President shall perform all duties incident to the office of President and perform such other duties as from time-to-time may be assigned by the Board of Directors or as prescribed by these By-Laws.

Vice President: In the absence of the President or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President and, when so acting, shall have all the power and be subject to all the restrictions upon the President.

Secretary: The Secretary shall keep or cause to be kept a true and complete record of the proceedings of meetings of the members and of the Board of Directors and shall perform a like duty of all standing committees appointed by the Board of Directions, when required. The Secretary shall attend to the giving and serving of notices of the Corporation, shall authenticate the records of the Corporation, shall unless the Board of Directors provides otherwise, maintain the records required under ARTICLE IX herein and shall perform such other duties as the By-Laws may require or the Board of Directors may prescribe.

The Secretary shall arrange for suitable meeting places, oversee all publicity needs of WYS- sponsored events, including, but not limited to, setting up online registration and hard-copy registration forms, special announcements and advertising. The Secretary shall organize and distribute to members the annual calendar of sponsored events. The Secretary shall chair any publicity committee appointed by the Board. The Secretary shall oversee the criminal background check program.

Treasurer: The Treasurer shall be entrusted with the receipt, care and disbursement of funds. The Treasurer shall maintain a correct and complete record of the account showing accurately at all times the financial condition of WYS. The Treasurer shall be the legal custodian of all monies, notes, securities and other valuables which may from time-to- time come into possession of WYS. The Treasurer shall immediately deposit all funds coming into his or her hands in the bank insured under the FDIC and approved by the Board of Directors. The Treasurer shall perform all the duties incumbent upon the Vice President during the absence or disability of the Vice President. The Treasurer shall communicate and coordinate with each Head Commissioner relative to the financial needs of each sport, league or tournament. The Treasurer shall provide the year-end financial records to the accounting firm responsible for WYS taxes reported to the Internal Revenue Service as well as the to the State of Indiana. The Treasurer shall maintain records required under ARTICLE IX herein.

Sports Director (qty: 2): The Sports Director shall work with the various Commissioners to see that the sport programs are being implemented as planned. This includes, but is no limited to, oversight of processes for: coach selection for in-house, all-star, and travel sports; player evaluations for in-house sports; player evaluation and selection for all-star and travel sports; sport rules; scholarship applications, post-season player and coach evaluations; and end-of season review for fairness, competitiveness, and future planning.

Fundraising Director: The Fundraising Director shall conduct, supervise and execute all fundraising activities, (except concession stands), including, but not limited to, sponsorship of all teams and scholarship recipients as directed by the Board of Directors. The fundraising activities shall be limited to activities permissible for tax-exempt, non-profit organizations organized under 501(c)(3) of the Internal Revenue Code.

Communications Director: The Communication Director shall be responsible for oversight of the WYSI website and other communication with membership.

Events Director: tbd