

Friends of Brevard Lacrosse, Inc.

Program Members Committee Organizational Policy

1. **PURPOSE:** The purpose of this document is to specify the minimum requirements and organizational structure for local (school specific) program members.
2. **SCOPE**
 - a. This policy applies to all organization's directly governed by Friends of Brevard Lacrosse
 - b. This policy describes the organization's objectives and policies regarding the organization and operations of Program Member School Committees
3. **RESPONSIBILITIES:** Between August 15th and September 30th of each year, a meeting of the parents, players, coaches, and other interested parties will be held to elect the Program Member School Committee Director, committee members, committee chairpersons, and or other representatives who shall manage and direct the local affiliate's affairs subject to the approval of the FBL Board of Directors. In addition, the meeting will be used to introduce FBL / Lacrosse to both new and returning parents and players and provide information regarding FBL Policies and Procedures. The meeting shall be organized by the previous year's Director and Committee Chairs in conjunction with the schools administration and coaching staff.
4. **Voting:** To cast a ballot for the positions of Director, committee members, committee chairpersons, and or other representatives each voter must be the parent/legal guardian of a student who is eligible to participate in the upcoming season at the member school. All votes shall be by raised hand or secret ballot with the person receiving the majority of votes declared the winner.
5. **Local Official Positions:** At a minimum, the following local positions / committees will be established:
 - a. Program Director – Responsible for oversight of all local member activities (Must maintain an active USL Membership and must attend or assign a designee to attend FBL Board of Directors meetings as scheduled by the Board).
 - b. Chairperson – Fundraising / Concessions
 - c. Chairperson – Finance
 - d. Chairperson – Volunteer Coordination
 - e. Member – Program Member Advisory Committee
6. **Committee Establishment:** For those positions listed above, with the exception of Program Director, the Chairperson shall establish a committee to plan, coordinate, and oversee the specific responsibilities of their respective committee. Committee responsibilities include but may not be limited to the following:
 - a. **Fundraising / Concessions:** Determine the affiliates fundraising program and carry out those responsibilities to insure that adequate fundraising opportunities are offered to each player / parent to assist in meeting their financial obligations to FBL. Additionally, this committee shall be responsible for coordination of game and or other event concessions including but not limited to purchases of supplies, sales, and concession receipts.
 - b. **Finance:** Maintain local affiliate financial status in conjunction with the FBL Treasurer, approve local expenditures, collect and deposit local funds, and implement FBL Financial Policies and Procedures

- c. **Volunteer Coordination:** Responsible for coordinating all volunteer requirements for fundraising, concessions, clinics, field / game requirements, etc.
 - d. **Member Advisory Committee:** Responsible for meeting from time to time with the FBL Program Advisory Committee Director and other affiliate members to provide guidance, direction and relay concerns to the FBL Board of Directors.
7. **Appointments:** In the event that a committee chairperson must resign during the season or a chairperson cannot be established during the organizational meeting, the Program Director in conjunction with the Varsity Boys and Girls Head Coaches may appoint a replacement as deemed necessary.
8. **Communications:** The Program Director shall be (or may assign as appropriate) responsible for any and all communications between the local affiliate and the players / parents with regard to FBL related information. The Programs Head Coaches shall be responsible for any and all communications to players / parents with respect to on-field activities and or those activities directly related to practices, training, and competition.
9. **Authorization:** The above policy and procedures are duly authorized and approved by the Friends of Brevard Lacrosse Board of Directors and are subject to change at any time. Local affiliates may add additional committees from time to time as determined by the program chair to address specific local needs.

An FBL Board Member shall be present at each yearly program member school organizational meeting to conduct the meeting and insure compliance with FBL Policies and Procedures.

All deeds, leases, transfers, contracts, bonds, notes, checks, drafts and other obligations made, accepted or endorsed by the Corporation shall be signed by the president, by the treasurer, or by the vice president and the chief financial officer.

All requests and expenditures of any booster club must be reviewed by the Board of Directors and approved as set out above. No booster club has any independent authority to act on behalf of the board regarding any of the above mentioned activities, without prior approval.

The Program Member Advisory Committee member from each school shall attend the yearly FBL Board meetings and vote on FBL Board Members or provide a Proxy. Advisory Committee members shall meet at times called by the President in order to coordinate and provide uniformity in fundraising activities, equipment/uniform purchases, and to develop an overall strategy to carry out the goals and functions of FBL and to communicate the direction and activities of the board. The Program Members Advisory Committee Members, through their Chairman or individually shall report back to the full board on any issues raised at the Program Member School level that need to be addressed by the FBL Board.

Any Program School Director and or Committee Chairperson or Member may be suspended or removed with cause by vote of a majority of the FBL Board of Directors then in office at any special meeting called for such purpose. A committee member may be removed with cause only after reasonable notice and opportunity to be heard.

Revised 8/27/13