



Duties of President (Officer Member)

- Chief Officer of NGL and Chairperson of the Board of Directors.
- General charge and supervision of all business affairs of NGL subject to supervision of the Board of Directors.
- Hold and preside at all meetings of the membership and the Board of Directors and shall be ex-officio a member of all standing committees and special committees of the Board.
- Duty to see all orders and resolutions of directors are carried into effect.
- Reports to the directors all matters within his or her knowledge which the interest of NGL may require to be brought to its notice.

Duties of Vice-President (Officer Member)

- Acts as an aide to the President.
- Recruiting with the President.
- General program management.
- Perform duties of President in the absence of or inability of President.

Duties of Treasurer (Officer Member)

- Chief Financial Officer for NGL.
- Responsible for full and accurate records and accounts of all receipts, income, funds, expenses and valuable documents of NGL.
- Approve and pay invoices and funds as authorized by Board of Directors.
- Review and report all transactions and/or account statements to Board of Directors and financial activities at monthly board meetings or as needed.

- Present annual financial statements at Annual Meeting.
- File Federal and State tax returns and related forms required by the Massachusetts Attorney General.
- In cooperation with the President, the Treasurer is responsible for negotiating league fees, insurance, contracts and purchases as they occur.

Duties of Secretary (Officer Member)

- Responsible for keeping record of all proceedings of all meetings.
- Responsible for issuing all notices given in accordance with the provisions of bylaws or as required by law.
- Responsible for NGL's records.
- Perform duties assigned and delegated by President or Board of Directors.

Registrar (Director Position)

- Oversees individual registrations: assist parents with online process and keep count of players/team.
- Make sure all players are current US Lacrosse Members.
- Team registrations with MBGLL.
- Works with Field Manager of field registration questions, costs and US Lacrosse fee (insurance).
- Addresses special requests: late registrations, withdrawals, etc.
- Frequent communication with Treasurer.

Publicity (Director Position)

- Responsible for announcements to local papers and school newsletters.
- Advertising for registrations: Fall Ball and Spring Season.
- Works with Town Liaisons for approval and school rules on promoting and handing out flyers.
- Advertising for each town: banners, lawn signs, etc.
- Works with Town Liaisons to research what other youth teams/programs do to see how we can learn from them (Fall Ball, clinics, goalie training, tournaments, select teams, etc.)
- Responsible for photos and write-ups to all local papers.

Equipment and Field Coordinator (Director Position)

- Keeps inventory of all coaches equipment.
- Responsible for ordering needed equipment for coaches.
- Responsible for scheduling field time with coaches.
- Works with Treasurer on fees for field maintenance.
- Assigns committee for field lining and securing equipment needed.

Coaches Coordinator (Director Position)

- Point person for all team coaches with regards to coach online registration and certification.
- Conduit between Board of Directors and team coaches.
- Ensures coaches have necessary training and certification.

Uniform and Spirit Wear Coordinator (Director Position)

- Responsible for understanding uniform requirements with US Lacrosse.
- Sources new uniforms and spirit wear with vendors.
- Assists players with uniform and spirit wear ordering.

CORI/Scholarship Chair (Director Position)

- Responsible for keeping CORI forms for all coaches on file.
- Responsible for preparing the NGL college scholarship guidelines for NRHS.
- Chooses a committee of NGL Members to select scholarship recipient.
- Keeps in contact with scholarship committee at NRHS.
- Presentation of NGL college scholarship at the HS award ceremony.