**FCLOA Board member’s duties and responsibilities**

**PRESIDENT**

Schedule and chair, board and membership meetings

The lead in all contract negotiations with County schools

Coordinate the formation of required committees

Ensure all committees meet established deadlines

Coordinate annual elections

Ensure all required documentation is submitted to FHSAA and USL on time

Attend all board and membership meetings

**VICE PRESIDENT**

Assume the duties of President in his absence

Attend all board and membership meetings

Perform any duties assigned by the President

\*\*Red items pending by laws voting\*\*

Coordinate with the training committee new officials and membership training

Coordinate the recruitment of new officials

Coordinate field clinics

**COMMISSIONER**

Coordinate and schedule the assigning of officials through arbiter

Keep officials and schools information up to date in arbiter

Interface with schools and associations on the scheduling of games

Assist the Treasurer with school and associations payments

Assist the Treasurer in the payment of officials

Track official’s registration in FHSAA and USL

Attend all board and membership meetings

Perform any duties assigned by the President

**TREASURER**

Manage the association’s daily finances

Interface with schools and associations for billing and payment of services

Keep a ledger of funds and a projected budget

Manage the SUNTRUST/FCLOA website

Manage the payment of officials

Manage the recording and distribution of 1099’s

Keep a record of W9’s

The primary point of contact with SUNTRUST bank

Manage the Aynax invoice software

Prepare, mail and track school contracts

Prepare, mail and track school and associations invoices

Attend all board and membership meetings

Perform any duties assigned by the President

**SECRETARY**

Manage the FCLOA domain name and website

Keep website information up to date

Keep membership informed on meetings, minutes thereof and all-important news

Record all minutes for board and membership meetings

Keep a record of attendance for all meetings

Maintain the FCLOA Constitution and by laws

Manage the key events calendar

Prepare and publish all electronic voting

Submit the annual Not for profit form

Coordinate the electronic broadcast of meetings

Attend all board and membership meetings

Perform any duties assigned by the President

**MEMBER AT LARGE**

The first point of contact for member’s grievances

Keep board members advised of member’s grievances

Attend all board and membership meetings

Perform any duties assigned by the President