

Appendix A

Board of Trustees Duties

The members of the Board of Trustees shall collectively

1. Review the minutes of the most recent Executive Committee meetings and vote to approve/deny each action approved by the Executive Committee.
2. Review and approve/deny all financial recommendations forwarded by the Finance Committee.
3. Review and modify the event budgets presented by the Executive Director and Assistant Executive Director through the Finance Committee.
4. Evaluate the job performance of the Executive Director.
5. Evaluate the job performance of the Assistant Executive Director.
6. Communicate any new ideas to the Executive Director and President.

Executive Committee Duties

The members of the Executive Committee shall collectively

1. Review the minutes of the most recent Seasonal Committee meetings and vote to approve/deny each action approved by the Cross Country / Indoor Track and Field / Outdoor Track and Field Committee.
2. Review the event summaries of all non-seasonal MSTCA events (Clinics, Banquet, etc) from the various directors and vote on necessary alterations.
3. Serve on at least one subcommittee.
4. Vote on the Coaches Hall of Fame ballot.
5. Work a minimum of one MSTCA seasonal event, in any capacity, each year.
6. Collaborate to put ideas which will help the MSTCA grow into action.

President (Executive Committee) Job Description

The President shall exercise general supervision and control over all activities of MSTCA, including but not limited to:

1. presiding over all meetings of the Executive Committee;
2. ensuring all meetings are published and pre-agenda are sent out;
3. establishing all committees of the MSTCA and selecting committee members;
4. serving as an ad hoc member on all committees;
5. serving and representing the MSTCA at all MIAA Track & Field and Cross-Country Committee meetings;
6. performing any other duty as may be necessary to carry out the directives of the Articles and Bylaws of MSTCA

Vice-President (Executive Committee) Job Description

The Vice President shall

1. serve as the membership chairperson;
2. create and disseminate informational documents necessary to encourage membership;
3. keep records of current membership enrollment and send their applications to the National Federation of High School Coaches and the United States Track Field Cross Country/Track & Field Coaches Association;
4. keep the Board of Trustees and Executive Committee informed of memberships and produce a membership directory;
5. order rulebooks for all members;
6. perform any other duty as may be necessary to carry out the directives of the Articles and By-laws of MSTCA

Secretary (Executive Committee) Job Description

The Secretary shall

1. take minutes of all Executive Committee and general membership meetings and present the written minutes within one week of the meeting;
2. inform the members, in a timely manner, of the dates, times and locations of all future meetings;
3. collect mileage data at meetings and report to the MSTCA Bookkeeper for reimbursement purposes;
4. perform any other duty as may be necessary to carry out the directives of the Articles and By-laws of MSTCA.

Finance Committee Duties

1. Review each of the seasonal budgets which are created and submitted by the Executive and Assistant Executive Directors and communicate their notes on these budgets to the Board of Trustees.
2. Review the monthly ledgers produced by the Bookkeeper for accuracy.
3. Review all fundraising activities with the Fundraising Director(s).
4. Offer suggestions and recommendations to the Board of Trustees in regards to large expenditures and other potential sources of income.
5. Approve all proposed single-item purchases \$1,000.

Executive Director & Assistant Executive Director Job Descriptions

The following duties must be completed together by the Executive Director and the Assistant Executive Director. The two directors shall meet during the summer to agree upon which director will complete each duty. The Board of Trustees shall have the right to review, and potentially adjust, the agreement between the directors.

General Duties

1. File MSTCA as a non-profit every year with the Secretary of State.
2. Purchase an annual insurance policy for the MSTCA each November. Distribute a copy of the certificate to every MSTCA site at the beginning of each season.
3. Become bonded in order to handle cash from MSTCA events.
4. Attend all Executive Committee meetings; work with the President to create an agenda
5. Attend all MIAA XC/TF Committee meetings.
6. Attend Finance Committee meetings.
7. Maintain constant communication with the Chairpersons of all three MSTCA Seasonal Committees.
8. Hire all non-seasonal event directors; provide directors with all necessary directions and information; communicate all results (scholarship winners, HOF winners, etc) from the directors to the Executive Committee and Board of Trustees; arrange for payment of stipends to all directors once their tasks are finished
9. Attend all non-seasonal MSTCA events; run the General Membership Meeting (along with the President) at the New England Clinic; order and distribute door and raffle prizes at the New England Clinic.
10. Provide Director of Communications with information which needs to be sent out to the General Membership
11. Keep RLAC and MSTCA connected by meeting with RLAC Executive and RCC president.
12. Continuously update the RLAC Emergency Evacuation Plan; oversee the Hall of Fame Boards at the RLAC.
13. Attend seasonal MSTCA events.
14. Organize annual Golf Day / Summer Meeting for main sponsors and MSTCA members who contributed the most time throughout the most recent year.
15. Create a budget for each MSTCA season and present each budget to the Finance Committee for approval.

Seasonal Duties – Cross Country / Indoor Track & Field / Outdoor Track & Field

1. Work with the Executive Committee and Seasonal Committees to set a schedule of events; ensure the entry forms are posted on MSTCA website months prior to the start of the season.
2. Ensure all MIAA sanctioning forms are submitted by the appropriate schools in a timely manner.
3. Work with the Online Entry Director to ensure all events are appropriately posted online (DirectAthletics.com or other) for the coaches.
4. Secure sites for all MSTCA events; Visit sites (especially Outdoor T/F) and ensure they are capable of hosting the event.
5. Hire site directors (XC & Outdoor T/F) and hosts (Indoor T/F); Send out “hosting an MSTCA meet” instructions as well as necessary upfront money with explanation for Principals / Athletic Directors;
6. Order all necessary upfront money (parking, ticket sales, etc), hip numbers, pins, tickets, bracelets, bib numbers, and awards; arrange for all supplies to be shipped to the appropriate site and/or meet director.
7. Hire all meet directors, MSTCA reps, clerks, Hytek operators, Lynx operators, trainers (XC & Indoor T/F) and other workers as needed for all meets; send out Meet Director information; arrange for all workers to be paid
8. Communicate with the MTFOA to make sure all necessary officials are in place.
9. Set up and host coaches breakfast at RLTA; look to create more social settings at MSTCA events for coaches
10. Send thank-you notes to all sites for hosting events; share parking money with WDC.

Meet Director Job Description

An MSTCA Meet Director shall

1. create and/or approve an information and instruction document for publication on the MSTCA website;
2. communicate (a day or two before the event) a pre-meet message to all attending coaches which includes all necessary information prior to their arrival.
3. create an packet for each attending coach which includes any necessary bibs, numbers, chips, maps, course/meet records, order of events, MSTCA material, etc;
4. run the meet entry table in which packets are distributed to the coaches and all entry fees, waivers, emergency action plans, etc are collected.
5. hold a brief coaches meeting prior to the start of the event;
6. stay in constant contact with all workers (including MSTCA, site, MTFOA, trainers, public safety, etc) throughout the event;
7. ensure results are posted in a timely manner and awards are distributed accordingly;
8. summarize the event and share with the Executive Director, seasonal committee chair, and Director of Communications;
9. attend seasonal committee meetings and vote on all motions.

Director of Communications Job Description

The Director(s) of Communications duties include

1. pushing constant data out to the Website Director in order to keep the website up-to-date with the most recent MSTCA information;
2. sending out pertinent information to the membership through electronic mail and social media;
3. ensuring the MSTCA has a social media presence at all major events;
4. any other communications as directed by the Executive Director, President, or Board of Trustees.

Director of Online Entries Job Description

The Director of Online Entries duties shall include

1. communicating the requirements for each meet with the online company;
2. downloading the databases after the entry deadlines for each meet have passed;
3. sending the databases for each meet to the meet directors and the appointed HyTek operators;
4. creating a spreadsheet for each meet which lists a breakdown of each school's entries and total entry fee;
5. sending the spreadsheet to the Director of Accounts Payable/Receivable.

Equipment Director Job Description

The Equipment Director's duties include

1. maintaining an up-to-date inventory of all Cross Country and Track & Field sport-specific and meet-management equipment;
2. maintaining an up-to-date inventory of all electronic finish-line equipment;
3. maintaining the MSTCA equipment trailer;
4. communicating the need for any necessary replacement equipment with the Executive Director, the Finance Committee Chairperson, and the President.

Fundraising Director Job Description

The Fundraising Director(s) shall

1. work to secure advertising for the MSTCA's events;
2. work to create new fundraising events for the MSTCA;
3. keep the Executive Director and Finance Committee Chairperson updated in regards to all incoming funds

New England Clinic Director Job Description

Pre-Clinic Duties

1. Work with the Executive Director and the Hotel/Conference Center to agree upon a clinic date. Work with the Executive Director to create a clinic budget.
2. Work with the Communications Director to: post the clinic brochure on the MSTCA website, advertise the clinic date on the MSTCA website and social media feeds, send out a mass mailing, and create an online registration process.
3. Hire clinicians, negotiate stipends, and arrange all of their flights & transportation to the clinic site.
4. Communicate with the Hotel/Conference Center to arrange the correct set-up for the clinic.
5. Work with the Fundraising Director to contact vendors for advertisements and prizes.
6. Create a registration packet for coaches which includes the clinic schedule, ID badge, gifts, etc.
7. Hire all staff to work the clinic on behalf of the MSTCA.
8. Create the entire clinic schedule. Works with the clinicians to arrive at the topics they will cover.
9. Register all clinicians, Executive Committee, and coaches with the Hotel.
10. Spend a minimum of 3 days attending other clinics and recruiting clinicians.

Clinic Duties

1. Check that Conference Center has set up the facility as needed.
2. Introduce the Clinicians.
3. Meet with the Conference Center staff and troubleshoot as necessary.
4. Oversee the event and troubleshoot as needed.
5. Supervise the clinic social and breakfast as well as various raffles.

Post-Clinic Duties

1. Formulate a final report of all expenditures and income and share the report with the Bookkeeper.
2. On Saturday evening, entertain any speakers who have Sunday return flights.
3. Write a report summarizing the clinic for the Executive Director and the Executive Committee. Evaluate the clinic and meet with the Executive Director to evaluate the Clinic Director's performance.

Do It Clinic Director Job Description

Pre-Clinic Duties

1. Work with the Executive Director and the Reggie Lewis Track and Athletic Center (RLTAC) to agree upon a clinic date.
2. Work with the Communications Director to: post the clinic brochure on the MSTCA website, advertise the clinic date on the MSTCA website and social media feeds, create an online registration process, and post all enrolled teams on the MSTCA website during the week prior to the clinic.
3. Hire clinicians from the membership.
4. Communicate with the RLTAC to arrange the correct set-up for the clinic.
5. Work with the Fundraising Director to contact vendors for advertisements and prizes.
6. Create a registration packet for coaches which includes presentation locations, nametags, clinician names, presentation times, etc.
7. Create an information packet (including lunch ticket) for all clinicians and confirm their presence one week prior to the clinic.
8. Create and print a program for distribution.

Clinic Duties

1. Check that RLTAC has set up the facility as needed. Display the clinic banner in the track area.
2. Register the teams in the gymnasium.
3. Hold a general meeting with all of the participants at the start of the clinic.
4. Oversee the event and troubleshoot as needed.
5. Conduct the closing raffle.

Post-Clinic Duties

1. Pay the clinicians.
2. Send copies of the clinic program and invoices to all vendors.
3. Write a report summarizing the clinic for the Executive Director and the Executive Committee.
4. Write a summary of the clinic for the Communications Director to post on the MSTCA website.
5. Send thank you notes to all of the clinicians and vendors.

Director of Awards Banquet Job Description

Pre-Banquet Duties

1. Work with the Executive Director during the fall to secure a tentative banquet date (sometime in June) and site. Finalize the date and site by the end of January and sign the contract with the site.
2. Work with the site to determine the menu.
3. Prior to the New England Clinic, arrange for tickets to be created, printed, and distributed to the Executive Director, Assistant Executive Director, and President.
4. Collect the names and contact data of all of the award winners from the various Award Subcommittee Directors; request photos and bios from the HOF recipients; send out congratulatory letters and complimentary tickets to all recipients.
5. Create a program for the banquet which includes the bios of the HOF recipients. Have the program printed the week prior to the banquet.
6. Work with the Fundraising Director to contact vendors for advertisements (and potentially prizes).
7. Check with the Director of the Frank Kelley Adversity Awards for any special requests by the recipients.
8. Order all trophies and awards.
9. Process all ticket requests and distribution. (No tickets available at the door.)
10. Work with the site to finalize all banquet arrangements (seating arrangements, special requests, final dinner count, etc). Communicate to the Executive Director any invoices which need to be paid prior to the banquet.

Banquet Duties

1. Check the site has set up the hall as requested. Set-up any necessary display in the anteroom/hallway.
2. Collect tickets from each guest (or find a volunteer to collect).
3. Act as Master of Ceremonies (or find a volunteer MOC).
4. Oversee the banquet and troubleshoot as needed.

Post-Banquet Duties

1. Send copies of the clinic program, invoices, and thank you notes to all vendors.
2. Write a report summarizing the banquet for the Executive Director and the Executive Committee.
3. Write a summary of the banquet for the Communications Director to post on the MSTCA website.

Bookkeeper Job Descriptions

The duties of the Bookkeeper shall include

1. maintaining a financial record of all MSTCA income and expenses;
2. constantly communicating with the Director of Accounts Payable/Receivable, Executive Director, Assistant Executive Director, Fundraising Director, and any other MSTCA representatives regarding all MSTCA financial transactions;
3. sharing a monthly report of all MSTCA financial transactions with the Executive Director and the Finance Committee
4. paying all invoices; arranging for payment of all MSTCA workers through the payroll company.

Director of Accounts Payable/Receivable Job Description

The director's duties shall include

1. maintaining a spreadsheet of entry fees owed for every MSTCA meet;
2. prior to each meet, contacting coaches/schools who are tardy with submitting Purchase Orders or checks;
3. sending invoices to schools who owe entry fees;
4. depositing all entry fees into the MSTCA bank account;
5. sharing all databases with the Bookkeeper

Director of Coaches Hall of Fame Committee Job Description

1. Arrange for nomination forms to be posted on the website along with the submission deadline.
2. Contact each nominee for confirmation. Then acquire further data including statistics, references, recommendations, etc for the Executive Committee's review.
3. Coordinate with the Central and Western Massachusetts Executive Committee representatives for candidates from Districts E, F, and G.
4. Arrange for printing of the Hall of Fame Packets
5. Develop a ballot for the Executive Committee and distribute the ballot during the Indoor season. Send the ballot to any Committee member who was not handed one.
6. Collect the ballots and tabulate the results. Communicate the results to the Executive Committee during their meeting at the New England Clinic.
7. Notify all Hall of Fame inductees by phone, but also write a congratulatory letter and mail it to each inductee along with two tickets to the Awards Banquet.
8. Send a letter to all of the finalists who were not selected.
9. Ensure the Director of Communications has the names of the inductees for posting on the MSTCA website.
10. Coordinate with the inductees regarding attendance at the Awards Banquet.

Director of Athletes Hall of Fame Committee Job Description

The Athletes' Hall of Fame Director's duties shall include

1. arrange for the distribution of the criteria for induction into the Athletes' Hall of Fame to all MSTCA members;
2. work with the Website/Social Media Director to publicize the nomination process and deadline;
3. prepare a nomination package for each nominee and distribute the package to all members of the Athletes' Hall of Fame Committee, who will meet to give input and vote for the best candidates;
4. forward the voting results to the Board of Trustees for the final decision of the inductees;
5. forward the slate of inductees to the Executive Director;
6. work together with the Executive Director to determine the place, date, and time of the induction ceremony.

Director of the MSTCA Scholarship Committee Job Description

The Scholarship Committee Director's duties shall include

1. working with the Website/Social Media Director to publicize the application requirements, process, and deadline to the general membership;
2. leading the Scholarship Committee during all meetings necessary to determine the scholarship winners;
3. reporting the names of the scholarship winners to the Executive Director

Director of the Camp Scholarship Committee Job Description

The Camp Scholarship Committee Director's duties shall include

1. working with the Website/Social Media Director to publicize the application requirements, process, and deadline to the general membership;
2. leading the Camp Scholarship Committee during all meetings necessary to determine the camp scholarship winners;
3. reporting the names of the camp scholarship winners to the Executive Director