

GCCYS Executive Committee

Roles and Responsibilities

GCCYS is a democratic organization governed by the organization's board of directors. The board is comprised of an executive committee (a.k.a. officers) along with designated representatives from each member parish/school. Officers are elected by majority vote of the board; their roles and responsibilities are outlined below:

President

- Understands and promotes the Archdiocese of Cincinnati's Charter on Youth Athletics in all actions of the GCCYS board
- Provides general supervision of the affairs and activities of the GCCYS organization
- Approves administrative processes, fees and budgets and shall be one of the co-signers on the organizations Banking accounts
- Ensures adequate insurance for the organization is in place and current
- Reviews and interprets the GCCYS Charter and By-laws, subject to approval of the GCCYS board
- Serves as a member ex-officio on all GCCYS committees
- Reviews appeals made to the GCCYS board. To fulfill this role, the president may compel representatives from member parishes/schools deemed to have information on the issue to meetings or hearings
- Schedules and presides over regular board meetings
- Approves and signs all Board-approved contracts on behalf of the GCCYS
- Serves as the chief spokesperson for the GCCYS Board
- Assumes all other executive duties not specifically designated in the GCCYS bylaws
- Assumes other duties as assigned by the GCCYS Board

Vice President

- Presides as President in the event of temporary absence of the President or until the office of president is filled by the election process.
- Responsible for overseeing and coordinating issues with the various League Coordinators
- Understands and promotes the Archdiocese of Cincinnati's Charter on Youth Athletics in all actions of the various Sport Committees
- Attends any preseason and postseason meetings for all League Committees.
- Responsible for overseeing the development of the annual GCCYS budget in conjunction with the Treasurer
- Shall be one of the co-signers on the organizations Banking accounts
- Assumes other duties as assigned by the President and/or the Board

Secretary

- Shall serve as the presiding officer at board meetings if both the President and Vice President are temporarily absent.
- Keeps a record of all official meetings of the GCCYS Board, as well as any other meetings of Board Membership where legal and/or ethical questions may need to be recorded.
- Shall distribute meeting minutes to all member parish/school representatives within one (1) week of the meeting date
- Shall retrieve all messages (phone or e-mail) on a daily basis and direct it to the appropriate board member for follow-up
- In the event the Secretary is absent from a meeting, the President will appoint a Secretary Pro-Tem to handle the duties of the Secretary.
- Shall maintain / store and distribute, as needed, all documentation pertinent to the activities of the GCCYS Board, including but not limited to league charter, by laws and member contact lists.
- Shall assume other duties as assigned by the President and/or the Board.

Treasurer

- Shall serve as the presiding officer at board meetings if the President, Vice President and Secretary are temporarily absent.
- Has the authority to make all deposits and withdrawals subject to the approval of the GCCYS Board.
- Responsible for picking up all association mail and distributing the mail to the appropriate board member
- Maintains and files all banking information.
- Shall be the primary cosigner and contact for the GCCYS financial institution and all third party accounting and bookkeeping firms (for monthly reporting and annual tax returns).
- Provides regular financial reports to the GCCYS Board (financial reports should be presented at every regular board meeting and should also be available on demand)
- Develops the annual GCCYS budget (with oversight by the Vice President)
- Advises the Board of the status of any of the Board's investments.
- Shall assume other duties as assigned by the President and/or the Board

Governance Director

- Responsible for maintaining the charter and bylaws of the GCCYS organization subject to the approval of the GCCYS Board.
- Sets the annual due date for league membership applications
- Defines and communicates all rules related to league membership and player eligibility subject to the approval of the GCCYS Board.
- Processes all member applications and develops the overall league contact list with the GCCYS secretary
- Presides over all league exception meetings (which addresses any eligibility/membership questions)
- Assists League Coordinators in addressing protests and grievances
- Shall assume other duties as assigned by the President and/or the Board

League Structure / Operations Director

- Serve as Chair of the League Structure Committee which establishes the structure under which sports programs are operated subject to the approval of the GCCYS Board; this includes but is not limited to
 - Defining levels / divisions of play for each sport
 - Choosing the method for scheduling each sport
 - Creating and distributing the forms required by each sport (these may include but are not limited to Gym availability forms, League Registration forms, Roster forms, and Medical & Liability forms) to League Coordinators
 - Sets requirements for uniforms, equipment and facilities
 - Acquire league trophies/awards
- Acts as the liaison between the individual sport committees and any third party scheduler.
- Acts as the liaison between the individual sport committees and any third party referee assigner.
- Shall assume other duties as assigned by the President and/or the Board.

Rules Director

- Makes changes to league rules subject to the approval of the GCCYS Board.
- Maintains and distributes rules documentation in conjunction with League Coordinators
- Interprets Rules and fields any questions related to rules interpretation submitted by the League Coordinators
- Shall assume other duties as assigned by the President and/or the Board

All of the league officers defined above shall first be an active Parish Representative from one of the member parishes/schools that the GCCYS organization serves. Each officer will reside on the GCCYS board for a 2-year term and must be approved in a general voting session. After 2 consecutive terms, an officer may NOT submit for a third term unless no other members are seeking the position.

Presiding as an officer of the GCCYS is done on a volunteer basis. No compensation, beyond nominal gifts (\$50 or less) shall be provided to league officers.

League Officers will not vote on motions brought forth at regular board meetings, but can and will act to resolve all voting deadlocks as well as resolve any disputes brought before it

League Committees / Coordinators

Each sports league (defined below) offered by the GCCYS will be managed by a League Committee led by a League Coordinator. The League Coordinator must be voted in by a majority vote of the GCCYS board annually. The Coordinator can serve an unlimited number of one (1) year terms. League Coordinators are not members of the Executive committee. League Coordinator is a volunteer position and he/she will not receive any compensation for their role. League Coordinators may solicit assistance from other board members or approved members of a GCCYS parish/school to form a league committee.

Each committee is responsible for organizing and managing each season of a GCCYS sport. This includes, but is not limited to:

- Establishing key league dates for each season of the sport:
 - Team Registration Due Date
 - Gym Availability Form Due Date
 - League Start and End Date
 - Practice Start Date
 - Tournament Dates
 - Exception Meeting Date
- Proposing Rule changes (to be voted on by the Board)
- Receive and Organize league registration forms from member parishes/schools
- Work with the League Structure Director to organize and schedule the sports season
- Work with the League Structure Director to arrange referees for all sporting events
- Provide guidance on tournament scheduling
- Act as the primary contact for all questions related to the sports season
- Collect all league feedback for the sports season

League Committees with Coordinators will be formed for the following sports:

- Girls Fall Volleyball
- Girls Fall Basketball
- Boys Basketball
- Boys Volleyball
- Girls Winter Volleyball
- Girls Winter Basketball.

Spiritual Liaison

This role is intended to help everyone in the organization stay focused on the mission of the Charter on Catholic Youth Athletics. The Spiritual Liaison will encourage everyone in the organization to take responsibility for the spiritual and religious components, including officers, board members, coaches, parents, fans and young athletes. He/She will work closely not only with the Office of Youth & Young Adult Ministry, but also the Archdiocesan Youth Athletics Commission and other Spiritual Liaisons to provide the resources that people in the athletics organization will need to keep it closely aligned with the mission.

The bottom line: Spiritual Liaisons must know, understand, and be in full support of the above mission statement, and be willing to encourage and support the rest of the organization in living it out.