

Athletic Board Guidelines

I. Name of Group

This organization shall be known as the Athletic Board of St. John Vianney Parish.

II. Authority and Relationship

The Athletic Board is a subcommittee of the Administrative Services/Finance standing committee accountable to Parish Council. The Athletic Board shall choose a liaison that represents the subcommittee at meetings of the Administrative Services/Finance Committee as it deems necessary, participating fully in that committee's discussions and decision making.

III. Purpose

The Athletic Board develops, oversees and evaluates all activities associated with the athletic programs offered by the parish.

IV. Functions / Responsibilities

The Athletic Board will:

1. Provide parish youth the opportunity to participate in a well organized athletic program that works to instill Christian values.
2. Abide by all school, parish, league and Archdiocesan rules.
3. Encourage SJV participants and parents to display good sportsmanship.
4. Ensure good stewardship over parish athletic facilities and equipment.
5. Determine budget priorities in the areas of the committee's responsibilities and make recommendations through the Administrative Services/Finance Committee.
6. To the extent possible, operate a financially self-sufficient program. This includes raising funds for all athletic activities through activity fees, gate receipts, concession sales, tournament revenue and additional fund raising in accordance with parish fund raising policies.
7. Provide minutes of committee meetings to all committee members and the parish at large.
8. Update and submit the committee's SJV Strategic Action Plan to the Parish Planning Team as required each year.
9. Recruit new members so that continuity of the Board is maintained year-to-year.

V. Membership

Ex officio members:

Pastor

Director of Christian Formation

School Principal

Chairperson of Administrative Services/Finance Committee

Gym Director

Ex officio members participate fully in committee discussions and decision making.

At-Large Committee Members:

At-Large representatives of the entire parish – 12. Four new members will be discerned each year.

An at-large member must be a person 18 years of age or older who is a member of the parish. Names of potential committee members will be submitted to the chairperson and discerned for membership by the committee as a whole.

At-large members of the committee shall serve a term of three years, beginning on July 1. One successive renewal term is allowed if the Committee so discerns.

After two or more unexcused absences during one year, the member could lose her/his position on the committee, although special consideration will be given to unusual situations. Any unplanned vacancy on the committee will be filled by appointment under the direction of the chairperson. A member appointed to fill an unplanned vacancy will complete the unexpired term of office.

Members shall be parishioners who have an interest to actively carry out the ideals and responsibilities of the Athletic Board as described above.

VI. Officers

Officers will be discerned for annual terms, with the possibility of one renewal as appropriate, by and from the members of the Committee at the last meeting of the fiscal year. A chairperson, vice-chairperson, secretary and treasurer make up the officers of the Committee.

Duties of Officers:

Chairperson

1. Have at least one year of committee experience;
2. Prepare the meeting agenda with input from other committee members as appropriate.
3. Preside at all meetings of the committee;
4. Have authority, with approval from the committee, to assign additional duties and responsibilities to individual committee members and create ad hoc committees.
5. Appoint committee members as coordinators of the parish's athletic programs. These may include - basketball, volleyball, track, tennis, scheduling, coaches committee, concessions and such other activities/responsibilities as might arise from time to time. The coordinators do not have to be members of the Athletic Board.
6. In the case of a vacancy on the Committee, appoint a replacement to fill the unexpired term with the approval of the Committee.

Vice-Chairperson

1. Have at least one year of committee experience
2. Preside at any meeting which the chairperson is unable to attend
3. Perform other additional duties assigned by the chairperson, with the approval of the committee.
4. Automatically succeed to the office of Chairperson for the following year.

Secretary

1. Maintain a written record of all actions of the committee;
2. Preserve all reports, proposals and documents entrusted to her/his care;
3. Arrange for the mailing of meeting minutes to all committee members and the parish in a timely fashion.

Treasurer

1. Provide a monthly statement on the financial condition of the Athletic program.
2. Submit an annual financial report at the transition meeting in June.
3. Ensure all financial transactions are in compliance with parish policies and procedures.
4. Ensure all expenses are paid by the parish after such expenses have been approved by the Athletic Board.
5. Ensure all monies received are kept under control and properly deposited with the parish.
6. Adhere to the following approval policies regarding spending:
 - a. Has authority to spend up to \$200 without first obtaining approval of the Chairperson, Committee or Director of Parish Services.
 - b. Has authority to spend from \$200 to \$500 only after approval of the Chairperson and the Director of Parish Services.
 - c. All amounts above \$500 must have the approval of the Committee and the Director of Parish Services.
 - d. All capital expenditures will be made in accordance with the parish capital expenditure policy.

VII. Meetings

A. 1. Regular meetings: The Committee shall meet monthly except for the month of July. All meetings shall be open.

2. Special meetings

The need for additional meetings may be determined by the chairperson or any six members of the Board. A 48-hour notice should be given if possible.

B. Decision-making Process

The Committee's manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to consensus. When this is not possible, the will of the majority will prevail.

VIII. Changes /Amendments

These guidelines will be reviewed and confirmed or amended by consensus on an annual basis.

Date of Approval _____

Date of Most Recent Revision _____