

## Job Description: AVCSS Club Administrator

**Club Administrator:** Responsible for overseeing and the coordination of all basketball operations related to the AVCSS Basketball Club (AVCSS).

### Required duties for the Position of Club Administrator:

1. Oversee all aspects of Club activities and responsibilities held within the Club.
2. Plan/Request required gym needs for all club activities (Practices, tryouts, and tournaments).
3. Attend all AAU/YBOA Meetings. (Charlotte, North Carolina)
  - Update Board/Coaches with necessary information.
  - Provide all pertinent information to Board/Coaches.
4. Set up Meetings: Submit requests, provide Agendas, and conduct/direct each meeting as needed.
5. Assist with recruiting and interviewing new coaches / board members.
6. Update Club related Forms annually, and as needed. Corporation paperwork is submitted in a timely manner.
7. Club Insurance: Ensure that Insurance is secured for upcoming seasons.
8. Plan, Organize, and Oversee all aspects of Club Hosted Tournaments.
9. Plan, Organize, and Oversee all aspects of Club Tryouts. Ensure appropriate communication is apparent within the club (Emails, letters, phone calls, etc.). \*Keep line of communication available.
10. Fundraisers: Coordinate Annual Club fundraiser, provide Board/Coaches with all necessary information, plans, paperwork.
11. AAU Tournaments: Provide paperwork to coaches in a timely manner.

I have read and understand the required duties of the AVCSS President / Club Administrator as described above.

I accept this position and will perform the required duties to the best of my ability, and always in the best interest of AVCSS.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witnessing Signature)

\_\_\_\_\_  
(Date)