

ARTICLE 4 - DUTIES OF BOARD MEMBERS

- 4.1 Chapter Director - The National Headquarters will approve this post. The Chapter Director will be the liaison between the local chapter and National Junior Basketball. The Chapter Director will also serve on the local chapter's board. The Chapter Director is a voting position. There is a 4-year maximum term limit on this position. National Headquarters shall review for re-instatement each year.
- 4.2 President - The President shall preside at all chapter meetings for the board of directors and chapter membership. Has the right to select the members of the working committee, with board approval. Shall perform such duties normally associated with the office of President. Shall be responsible that the chapter **secure Director and Officers Liability Policy or Indemnity Bond.**
- 4.3 Vice President - The Vice President shall perform such duties as assigned by the President. Otherwise, assist the President in the implementation of procedures and programs. Shall preside at meetings in the absence of the President.
- 4.4 Secretary - The Secretary shall have possession of the by-laws and the constitution. Must keep an accurate record of the Chapter. Keep concise records of meetings and other activities of the board of directors. Shall transmit all records and correspondence to the person following him or her in this office and to their Sectional Director.
- 4.5 Treasurer - The Treasurer shall receive and disburse all finances with the approval of the board. Also the treasurer must keep accurate records of funds and disbursements. He or she shall submit a financial report at all regular meetings and shall compile an annual report. The Treasurer shall complete and submit the Chapter Financial Statement to NJB Headquarters by May 31st. **(see Financial Statement)**. The Treasurer is also responsible to acquire the Chapters EIN Number if the Chapter does not currently have one **(see Section 22 of the Official Chapter Procedures)**. Shall transfer all financial records to the board of directors. Will submit the financial records of Chapter for audit when directed. Two signatures are required on every check.
- 4.6 Girls' Player Agent - The Player Agent shall organize and supervise the annual player registrations of all candidates. Coordinate the skill evaluation, player clinics, and team draft. Keep chapter parity a supreme priority, at all times. Provide roster and copies of consent and medical release forms to all head coaches. Staff all sign-up stations at the sites indicated.
- 4.7 Boys' Player Agent - The Player Agent shall organize and supervise the annual player registrations of all candidates. Coordinate the skill evaluation, player clinics, and team draft. Keep chapter parity a supreme priority, at all times. Provide roster and copies of consent and medical release forms to all head coaches. Staff all sign-up stations at the sites indicated.