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Board Officer, Appointed Positions, and Committee Member Duties

Board President

From the Bylaws:

"The President shall be the chief officer of the Association, responsible for conducting all meetings of the Executive Board and general membership, naming persons to the appointed positions below, appointing ad hoc committees, and coordination of the activities of the other members of the Board as necessary.

Tasks:

- Lead Executive Committee and Board Meetings, including preparing agendas
- Create the annual budget and present it to the board for approval
- Nominate at large board members and appoint committee chairs
- Be involved/aware of the happenings within each Committee
- Check signing rights

President: Open Position

Registrar

From the Bylaws:

"The Registrar shall, at the direction of the Secretary, be responsible for maintaining the list of MSVBA members in good standing. The Registrar shall also be responsible for maintaining the list of ratings for each player and provide those to the Tournament Coordinator and Directors as necessary."

Additional Tasks:

- The Registrar shall chair the Registrar Committee
- Attend tournaments, collect registration, and verify membership day of tourney
- Maintain membership and ratings on website, validate memberships are up to date pre-tournament, and communicate with committee members or Tournament Director on who needs to provide their completed registration before they play.
- Responsible to send membership money to NERVA

Registrar: Brian Gregoire

Committee Members:

Tournament Coordinator

From the Bylaws:

“The Tournament Coordinator shall chair the Tournament Committee. The Tournament Committee shall be responsible for sanctioning and scheduling all MSVBA tournaments and for planning and coordinating the MSVBA year-end Qualifying Tournaments and Championships, if any. The Tournament Coordinator shall be responsible for naming a Tournament Director for every tournament.”

Tournament Coordinator: Erica Chapman

Tournament Director: Multiple

Tasks:

- Meet the gym’s point of contact and set up for tournament (nets, scoring, etc.)
- Bring all necessary materials to the tournament (balls, scoring sheets, etc.)
- Facilitate pool play and assist with play-offs including schedule, tie breaks, and format based upon time

Ratings Chairpersons

From the Bylaws:

“There shall be a separate Ratings Chairperson for MSVBA female and male players. The Women’s Chair shall be selected from the female members and the Men’s Chair shall be selected from the male members. The Ratings Chairpersons shall coordinate the assigning of ratings to all members of their respective gender, including appointing individuals and/or committees to evaluate players, and shall coordinate with the Registrar to maintain the list of assigned ratings and handle any correspondence necessary.”

Additional Tasks for Chairperson:

- Refer to Committee Chair and Member Responsibilities Document for additional information [Click Here](#)

Tasks for Committee Members:

- Evaluate and provide feedback on new MSVBA members at sanctioned tournaments
- Meet periodically with the ratings committee to review members
- Utilize the MSVBA ratings calculator to evaluate member skills
- Be prepared to answer member questions on ratings and how the process works

Current Women’s Chair: **Open Position - New Chair will confirm existing committee members**

Current Committee Members: Erin Summers, Sam Commeau, Anna Berthiaume, Amy Crawford, Autumn Vargo, **Open Positions**

Current Men’s Chair: **Open Position – New Chair will confirm existing committee members**

Current Committee Members: Adam Gaulin, Ali Geshnizjani, Andrew Beety, Dana Castonguay, Jim Ohannes, John Osterman, Steeve Francois, Travis Cushman, James O’Reilly, **Kyle Chapman, Travis Cushman, Zachary-Ryan Dalton, Open Positions**

Technology Committee

Tasks for Committee Members:

Upkeep of the website, including approving users (remove spam registrations) and administering the Wordpress software that runs it.

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- Handle the email (configuring forwarding for role-based addresses like treasurer@msvba.org or tournaments@msvba.org and monitoring the main msvba@msvba.org).
- Responding to many of the contacts that come in through the website
- Rights to the Facebook page

Chair: Jason Burks

Committee Member: Lyndee Whitten + **Open Positions**

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Election Committee

Tasks for Committee Members:

- The Executive Board shall appoint an Election Committee of three persons, none of whom is running for office, to supervise the distribution, collection, and counting of ballots;
- Facilitate member voting by distributing ballots to all Members during at least two (2) of the final three (3) tournament weekends of the sanctioned season
- Recruit candidates for future executive committee positions prior to elections

Chair: Eric Beausoleil

Committee Members: **Open Positions**