

# **Stonewall KC Leadership Board Openings**

#### Overview

We are excited to announce several open board positions and launch the new Slating Process!

<u>The application</u> form will be open from **Monday 10/13 through Sunday 10/27**. We will begin reviewing applications on **Monday 10/20** on a rolling basis, and you may be contacted by the leadership board after that to discuss next steps, interviews, or with additional questions.

Captains will receive the Slate on **November 10th** and will have until **November 16th** to submit feedback. If there is Re-Slating, it will be presented to the captains by **11/19** with feedback closing at **11/24**. The board will announce the final Slating by **11/29**. However, if applications need to be re-opened, they will be re-opened **11/18** and closed on **11/24**. Applications will be reviewed on a rolling basis. Captains will be presented with the Re-Slating by **12/4** and feedback will be closed **12/9**. The board will announce the final Slating by **12/15**.

Executive and Director positions are slated per the Stonewall KC bylaws:

KC Bylaws Section "F"

Assistant Director positions are slated per the Stonewall KC bylaws:

KC Bylaws Section "F"



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# **Board Expectations**

## **List of Open Positions**

- Events Director (Principal)
- Communications Director (Principal)
- Sports Director Kickball (Principal)
- Director of DEI & Community (Exec)
- Director of Administration (Exec)
- Sports Director Pickleball (Principal)
- Administrative Coordinator (Principal)
- Assistant Events Director
- Assistant Communications Director
- Assistant Sports Director Pickleball
- Assistant Sports Director Softball
- Assistant Sports Director Tennis
- Assistant Sports Director Billiards
- National Chapter Representative (Part of SSI / National Board)



## **Board Expectations**

## **General Board Expectations**

We want to set our board members up for success by very clearly sharing expectations of being a board member. As you are considering applying, below are some general expectations to note. For the full list of board expectations, please see our <u>Board Expectations</u> document.

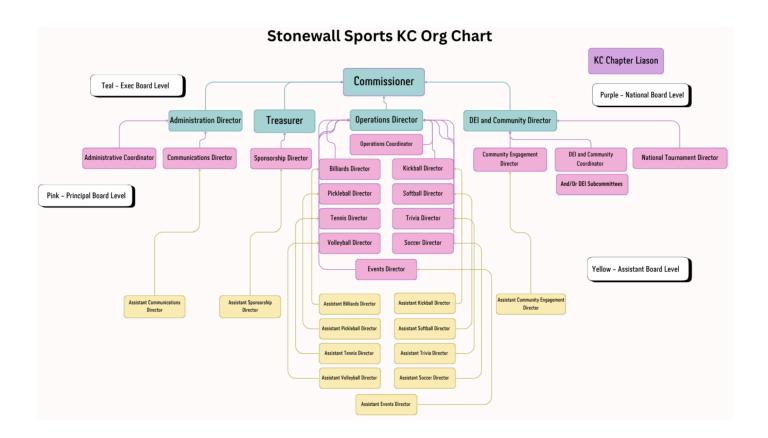
- **Meetings:** The Stonewall KC Board meets monthly (virtually) on the first Wednesday of the month from 6:30 pm 8 pm. Four of those (12) meetings are our in-person quarterly meetings.
  - This is only required for Principal and Exec positions
  - Assistant Director positions only need to attend our bi-anual retreats
    - But are welcome to attend our in-person quarterly meetings
- **Retreats:** We have two in-person retreats each year, typically held on a Saturday in February and September.
- **Email:** You'll receive a Stonewall Sports email and are expected to check that approximately every 48 hours in order to maintain responsiveness.
- Conduct: You should uphold, abide by, and champion our player Code of Conduct.

#### **Executive Board Expectations**

In addition to the expectations above, members of the Executive Board also have the following expectations:

- Meetings: Attend monthly Executive meetings; typically held on the third Wednesday from 6-8pm. Therefore, the Executive Board members have 2 meetings per month (or 24 per year).
- **Retreats:** Executive Board members also help plan and facilitate all board retreats and meetings.
- **Conduct:** Executive Board members also participate, as needed, in facilitating the incident reporting process outlined in our Code of Conduct while maintaining the highest levels of confidentiality with respect to incident reporting.







#### **Events Director**

### **Term Length**

2 years (January 2026 - January 2028)

### **Description**

The Events Director will be responsible for:

- The planning, coordination, and execution of league-wide social events throughout each sport season (including those that happen at the beginning of the season, throughout the season, and at the end of the season).
  - They may assist the Sponsorship Team with planning, coordination, and execution of fundraising events when needed.
- They will be a primary contact for external entities during the planning, coordination, and execution of social events
- They will be responsible for hiring/recruiting subcontractors (DJs, entertainers, caterers, etc) for all events.
- They will be responsible for planning any other SSKC events throughout the year. (Pride, Summer Bash, Halloween, Holiday, etc.) Some events may be in collaboration with the Community Engagement team.

The Events Director will work under the guidance of the Director of Operations.

## **Upcoming Information**

Learn from the current Events Director for Winter Sports events!

#### What We're Looking For

The Events Director is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity.

- The ability to work asynchronously and be detail oriented.
- The potential to bring new ideas to current events and processes (think out of the box)
- Have high energy and a collaborative spirit as the events team works with many directors and sponsors within the community.



### **Assistant Events Director**

### **Term Length**

Beginning January 2026; no term limitation and eligible for reappointment each term.

## Description

The Assistant Events Director will be responsible for assisting with and assuming the duties and responsibilities of the Events Director in their absence.

- The Assistant Events Director shall help the Events Director plan, coordinate, and execute league-wide social events throughout each sport season (including those that happen at the beginning of the season, throughout the season, and at the end of the season).
  - They may assist the Sponsorship Team with planning, coordination, and execution of fundraising events when needed.
- They will be a secondary/primary contact for external entities during the planning, coordination, and execution of social events
- They will assist in hiring/recruiting subcontractors (DJs, entertainers, caterers, etc) for all events.
- They will assist in planning any other events throughout the year.

## **Upcoming Information**

Learn from the current Events Director for Winter Sports events!

### What We're Looking For

The Assistant Events Director is a less established position on the board. We are looking for someone with an entrepreneurial spirit that is excited about further defining the role with the support of the Events Director.

- The ability to work asynchronously and be detail oriented.
- The potential to bring new ideas to current events and processes (think out of the box)
- Have high energy and a collaborative spirit



### **Communications Director**

## **Term Length**

2 years (December 2025 - January 2027)

### Description

The Communications Director is responsible for the below duties including, but not limited to:

- Manages and maintains all branding, promotion, and external communications for Stonewall Sports KC.
- Manages and maintains all social media platforms.
- Facilitates all community-wide email communication.

The Communications Director will work under the guidance of the Director of Administration.

## What We're Looking For

The Communications Director is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity.

- Excellent written communication skills
- Social media or communications experience
- Copy writing or graphic design experience



### **Sports Director - Kickball**

### **Term Length**

2 years (January 2026 - January 2028)

## Description

The Sports Director - Kickball shall oversee the day-to-day operations of the Kickball league, including (but not limited to) the following responsibilities:

- Create the league via the organization's website; as well as uploading and maintaining team rankings, standings, and score differentials.
- Maintaining the sport budget as well as t-shirt and equipment orders
- Responsible for timeline planning for their league and working with the Events Director
- Be the final authority on the rules and regulations and shall be responsible for updating the rules for the league.
- Serve as the arbiter of any disputes relating to the implementation of the rules with the exception of any dispute involving the team to which they belong (in such cases, the arbiter will be the Assistant Director(s) or a disinterested member of the board).
- Responsible for identifying, recruiting, selecting and training referees, umpires and Division Leads for each season (when and where applicable).
- Shall establish a protocol for inclement weather and determine field safety conditions for each game.

The Sports Director - Kickball will work under the guidance of the Director of Operations.

## **Upcoming Season Information**

• The 2026 Spring Kickball season will run from March to May.

#### What We're Looking For

The Kickball Director position is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity.

- Enthusiasm and basic understanding of kickball
- Organizational and scheduling skills
- Basic computer or technical skills
- Strong communication skills
- Conflict resolution skills



## **Director of DEI & Community**

#### Term Length

2 years (January 2026 - January 2028)

#### **Description**

The Director of DEI and Community is tasked with leading efforts to ensure that Stonewall Sports Kansas City upholds the values of diversity, equity and inclusion (DEI) within its community, leadership and programs to build a welcoming, safe and inclusive environment. The Director will be the lead representative on DEI topics and issues to the board.

#### Responsibilities:

- They shall develop initiatives to advance DEI efforts within Stonewall KC, and, where
  possible, work in conjunction with other board members to support diversity, equity, and
  inclusion within other Stonewall KC events and programs
- The Director will serve as a member of the Executive Board, and in that role will be
  responsible to contribute to decisions about the direction of the organization (in line with
  its mission and values), plan board meetings and retreats, and participate in responding
  to the community incident reporting process.
- Serve as the primary Exec point of contact and support person for the Community Relations team, the National Tournament Director, and when applicable - the DEI and Community Coordinator and/or DEI Sub Committees.

#### What We're Looking For

The Director of DEI & Community is a less established position on the board. As a newer position, we are looking for someone with an entrepreneurial spirit that is excited about further defining the role, with the support of the Executive Board.

- Professional or volunteer DEI experience
- Community leadership experience and/or management experience
- Passion for creating inclusive and diverse spaces
- Excellent conflict resolution skills



#### **Assistant Communications Director**

## **Term Length**

Beginning January 2026; no term limitation and eligible for reappointment each term.

### **Description**

The Assistant Communications Director will be responsible for assisting with and assuming the duties and responsibilities of the Communications Director in their absence.

The Assistant Communications Director will assist the Communications Director in:

- Managing and maintaining all branding, promotion, and external communications for Stonewall Sports KC.
- Managing and maintaining all social media platforms.
- Facilitating all community-wide email communication.

### What We're Looking For

The Assistant Communications Director is a less established position on the board. As a newer position, we are looking for someone with an entrepreneurial spirit that is excited about further defining the role with the support of the Communications Director.

- Social media or communications experience
- Copy writing or graphic design experience



### **Sports Director - Pickleball**

### **Term Length**

2 years (January 2026 - January 2028)

## Description

The Sports Director - Pickleball shall oversee the day-to-day operations of the Pickleball League, including (but not limited to) the following responsibilities:

- Create the league via the organization's website; as well as uploading and maintaining team rankings, standings, and score differentials.
- Maintaining the sport budget as well as t-shirt and equipment orders
- Responsible for timeline planning for their league and working with the Events Director
- Be the final authority on the rules and regulations and shall be responsible for updating the rules for the league.
- Serve as the arbiter of any disputes relating to the implementation of the rules with the
  exception of any dispute involving the team to which they belong (in such cases, the
  arbiter will be an Assistant Director or a disinterested member of the board).
- Responsible for identifying, recruiting, selecting and training referees, umpires and Division Leads for each season (when and where applicable).
- Shall establish a protocol for inclement weather and determine court safety conditions for each game.

The Sports Director - Pickleball will work under the guidance of the Director of Operations.

## **Upcoming Season Information**

The 2026 Spring Pickleball season will run from March to May.

#### What We're Looking For

The Pickleball Director position is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity.

- Knowledge of Pickleball rules, scoring, and general game play.
- Organizational and scheduling skills
- Basic computer or technical skills
- Strong communication skills



### **Administrative Coordinator**

## **Term Length**

2 years (January 2026 - January 2028)

#### **Description**

The Administrative Coordinator is responsible for the below duties including, but not limited to:

- Point of contact and primary board member for general inquiries about the organization
  - They will manage and maintain the organization's general inbox and respond to public inquiries.
- They shall record and maintain minutes for all meetings with the exception of Executive Board meetings.
- They shall manage and maintain the Stonewall Sports KC calendar on the SSKC website
- Miscellaneous Administrative tasks.

The Administrative Coordinator will work under the guidance of the Director of Administration.

#### What We're Looking For

The Administrative Coordinator is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity.

- Very organized and attentive to detail
- Excellent communication skills



## <u>Assistant Sports Director - Pickleball</u>

## **Term Length**

Beginning January 2026; no term limitation and eligible for reappointment each term.

### Description

The Assistant Pickleball Director will be responsible for assisting the Pickleball Director with the day-to-day operations of the league. They will also assume the duties and responsibilities of the Director in their absence. These duties include assisting the director in:

- Creating the league via the organization's website; as well as uploading and maintaining team rankings, standings, and score differentials.
- Maintaining the sport budget as well as t-shirt and equipment orders
- Responsible for timeline planning for their league and working with the Events Director
- Be the final authority on the rules and regulations and shall be responsible for updating the rules for the league.
- Serve as the arbiter of any disputes relating to the implementation of the rules with the exception of any dispute involving the team to which they belong (in such cases, the arbiter will be an Assistant Director or a disinterested member of the board).
- Shall establish a protocol for inclement weather and determine court safety conditions for each game.

## **Upcoming Season Information**

The upcoming Pickleball season is Spring 2026 from March to May.

#### What We're Looking For

The Assistant Pickleball Director is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity. We are looking for someone with an entrepreneurial spirit that is excited about further defining the role with the support of the Pickleball Director.

- Enthusiasm for Pickleball and knowledge of Pickleball rules
- Basic computer or technical skills



## **Assistant Sports Director - Softball**

### **Term Length**

Beginning January 2026; no term limitation and eligible for reappointment each term.

# **Description**

The Assistant Softball Director will be responsible for assisting the Softball Director with the day-to-day operations of the league. They will also assume the duties and responsibilities of the Director in their absence. These duties include assisting the director in:

- Creating the league via the organization's website; as well as uploading and maintaining team rankings, standings, and score differentials.
- Maintaining the sport budget as well as t-shirt and equipment orders
- Responsible for timeline planning for their league and working with the Events Director
- Be the final authority on the rules and regulations and shall be responsible for updating the rules for the league.
- Serve as the arbiter of any disputes relating to the implementation of the rules with the
  exception of any dispute involving the team to which they belong (in such cases, the
  arbiter will be an Assistant Director or a disinterested member of the board).
- Responsible for identifying, recruiting, selecting and training referees, umpires and Division Leads for each season (when and where applicable).
- Shall establish a protocol for inclement weather and determine field safety conditions for each game.

#### **Upcoming Season Information**

The 2026 Spring Softball season will run from March to May.

#### What We're Looking For

The Assistant Softball Director position is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity. We are looking for someone with an entrepreneurial spirit that is excited about further defining the role with the support of the Softball Director.

- Enthusiasm for softball and knowledge of Softball rules
- Basic computer or technical skills



# **Assistant Sports Director - Tennis**

### **Term Length**

Beginning January 2026; no term limitation and eligible for reappointment each term.

# **Description**

The Assistant Tennis Director will be responsible for assisting the Tennis Director with the day-to-day operations of the league. They will also assume the duties and responsibilities of the Director in their absence. These duties include assisting the director in:

- Creating the league via the organization's website; as well as uploading and maintaining team rankings, standings, and score differentials.
- Maintaining the sport budget as well as t-shirt and equipment orders
- Responsible for timeline planning for their league and working with the Events Director
- Be the final authority on the rules and regulations and shall be responsible for updating the rules for the league.
- Serve as the arbiter of any disputes relating to the implementation of the rules with the
  exception of any dispute involving the team to which they belong (in such cases, the
  arbiter will be an Assistant Director or a disinterested member of the board).
- Shall establish a protocol for inclement weather and determine court safety conditions for each game.

#### **Upcoming Season Information**

• The 2026 Winter Tennis season will run from January to March.

#### What We're Looking For

The Assistant Tennis Director position is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity. We are looking for someone with an entrepreneurial spirit that is excited about further defining the role with the support of the Tennis Director.

- Enthusiasm for Tennis and knowledge of Tennis rules.
- Basic computer or technical skills



# **Assistant Sports Director - Billiards**

### **Term Length**

Beginning January 2026; no term limitation and eligible for reappointment each term.

# **Description**

The Assistant Billiards Director will be responsible for assisting the Billiards Director with the day-to-day operations of the league. They will also assume the duties and responsibilities of the Director in their absence. These duties include assisting the director in:

- Creating the league via the organization's website; as well as uploading and maintaining team rankings, standings, and score differentials.
- Maintaining the sport budget as well as t-shirt and equipment orders
- Responsible for timeline planning for their league and working with the Events Director
- Be the final authority on the rules and regulations and shall be responsible for updating the rules for the league.
- Serve as the arbiter of any disputes relating to the implementation of the rules with the
  exception of any dispute involving the team to which they belong (in such cases, the
  arbiter will be an Assistant Director or a disinterested member of the board).
- Shall establish a protocol for inclement weather

## **Upcoming Season Information**

• The 2026 Winter Billiards season will run from January to March.

## What We're Looking For

The Assistant Billiards Director position is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity. We are looking for someone with an entrepreneurial spirit that is excited about further defining the role with the support of the Billiards Director.

- Enthusiasm for Billiards
- Knowledge of APA rules (Or any league rules, but it is most similar to APA).



#### **Director of Administration**

### **Term Length**

2 years (January 2026 - January 2028)

#### **Description**

The Director of Administration helps ensure smooth day-to-day operations of the board itself, maximizing our effectiveness and efficiency and promoting healthy board culture. They also manage and supervise the Administrative Coordinator and the Communications Director. The responsibilities of the position include the following:

- Maintaining all records, administrative files, and governance documents associated with the organization, including our bylaws and facilitating formal votes.
- Creating and maintaining minutes for all Executive Board meetings.
- Onboarding and offboarding new and transitioning board members
- Assisting the Treasurer with accurate planning/budgeting cost for each sport and individual event.
- Serving as a member of the Executive Board, and, in that role, contributing to decisions about the direction of the organization (in line with its mission and values), planning board meetings and retreats, participating in responding to the community incident reporting process.

#### What We're Looking For

The Director of Administration is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity.

- High attention to detail and strong organizational ability
- Experience streamlining processes and workflows
- Experience in operations, administration, or HR-related roles can also be helpful



## **National Chapter Representative**

## **Term Length**

2 years (January 2026 - January 2028)

## **Description**

The National Chapter Representative shall embody the Kansas City chapter of Stonewall Sports at National Chapter Board Meetings, and conduct following responsibilities:

- Attend local chapter principal board meetings to relay to the National Board the happenings of Stonewall KC.
- Attend National Board meetings in order to relay items that may be important to our chapter
- Be a good steward of the KC chapter and be able to report general issues and or accolades to the National Board

#### **Additional Information**

- Once candidates apply they must be nominated to the National Board by the current seated chapter commissioner. If you apply please let the commissioner know via email to kc.commissioner@stonewallsports.org
- Candidates must be available to attend national chapter meetings the last Monday of every month, typically 1.5 hours.
- Candidates must also be on a committee of the National Board and will need to attend those meetings once per month, typically 1 hour.

### What We're Looking For

The National Chapter Representative is an established position on the board. As an established position, we have worked on better defining the position and responsibilities. As a growing organization, however, we are continually working on improving role clarity.

- Very organized and attentive to detail
- Excellent communication skills
- Good at relaying and documenting important information

