



**BOARD AND COMMITTEE
ROLES AND RESPONSIBILITIES**

FEDERATION OF INTERNATIONAL LACROSSE

MAY 2010



BOARD AND COMMITTEE ROLES AND RESPONSIBILITIES

I. BOARD OF DIRECTORS

The Board of the organization shall be comprised of the following six positions: President; Vice President; Director of Development; Director of Finance; Director of Men's Lacrosse; and, Director of Women's Lacrosse. Each of these positions will have voting privileges within the Board and as part of the General Assembly (GA) of member nations with the exception of the President. Members of available staff may also participate in Board meetings with voice but no voting privileges.

Members of the Board are responsible for attending two Board meetings each year, as well as attending the General Assembly every two years in the June/August timeframe. Board meetings will be scheduled as required by the Board each year, the specific date to be determined by the President.

Four of the six Board positions (President, Vice President, Director of Women's Lacrosse and Director of Men's Lacrosse) will be game-representative for the first four years (2008 – 2012). Thereafter, only two Board positions (Director of Women's Lacrosse and Director of Men's Lacrosse) will be guaranteed game-representatives.

Members of the Board are elected by the GA. Board nominees must reside within a full member nation in order to be considered for Board positions. Initial Board terms will be staggered so as to initiate a comfortable rotation of leadership in successive years. Board terms will be four years, and Board members may serve up to two consecutive four-year terms, or a total of eight consecutive years, before they must cycle off the Board for at least one year.

The Board shall have the responsibility to evaluate the performance of each committee of the organization and approve and/or replace committee chairs as needed or in the best interest of the organization.

The Board shall have the ultimate authority to manage the organization's budget once it is approved by the GA.

The Board shall have and may exercise all of the powers and authority of the GA, in between meetings of the GA, in the management of the organization, except that the Board shall not have power or authority as to the following:

- The adoption, amendment or repeal of the Bylaws and Constitution.
- The amendment or repeal of any resolution of the GA that by its terms is amendable or repealable only by the GA.
- Action that is in conflict with the Bylaws or a GA resolution pertaining to a committee of the organization.
- Playing rule changes
- Eligibility requirements



- Increases in member dues
- Decisions on proposed new Federation events
- Changes in the GA meetings or world event calendar

Reasonable expenses of the members of the Board to attend meetings will be borne by the organization.

The Board shall serve as the organization's Strategic Planning Committee with up to four other people and is charged with leading efforts to prepare, present for GA approval and implement the organization's strategic plan. The Board will also monitor and evaluate the plan, and provide regular progress reports to the GA.

1. GENERAL RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

MEETINGS

- Attend all GA, Board and relevant committee meetings.
- Prepare agendas and for relevant meetings for circulation by the Vice President.
- Chair relevant meetings
- Conduct all meetings in accordance with the current constitution, by laws and policies agreed by the GA.
- Confirm voting procedures to attendees.
- Submit minutes of chaired meetings for circulation by the Administration Assistant.

STRATEGIC

- Commit to achieving the FIL's objectives (as per Constitution).
- Review Roles and Responsibilities periodically and submit revisions to the Board.
- Provide purpose, leadership and direction, whilst maintaining a strategic perspective.
- Develop and monitor strategies, policies and procedures.
- Build strategic relationships based on mutual benefits.

PROMOTION

- Promote communication channels to enable dissemination of information to the Board, Members, potential Members and other interested parties.
- Promote and develop the game of lacrosse from an international perspective.
- Promote the FIL as the international governing body of lacrosse.



- Ensure information relevant to the position is submitted for FIL communications and the website.
- Represent the interests of the FIL to the broader community and other stakeholders.

LEGAL

- Accept individual's fiduciary duty to act in good faith in the interests of the FIL.

II. POSITIONS

1 PRESIDENT

GENERAL RESPONSIBILITIES

The President shall be the Chief Executive Officer of the organization. The President shall be an ex-officio member of all committees of the Board (with voice but no vote) on which he/she does not serve and shall perform such duties as may be assigned by the Board or GA.

The President shall establish the agenda and timing for Board meetings and the GA, and preside over these meetings. The President, subject to Board approval, shall have the power to temporarily fill Board vacancies until the next meeting of the GA, at which a formal election for the vacancy will be conducted.

Unless otherwise directed, the President shall serve as the formal voice of the organization to the public.

COMMITTEE RESPONSIBILITIES

The President shall preside over all Board and GA meetings with only a casting vote, chair the Meeting and Events Calendar Committee, and be ultimately responsible for the development and implementation of the strategic plan.

2 VICE PRESIDENT

GENERAL RESPONSIBILITIES

(VP) shall perform the duties of the President in the absence of the President or in the event the President is unable to serve. The Vice President shall be an ex-officio member (voice but no vote) of all committees of the Board, and shall discharge such other duties as may be assigned by the President or the Board on which he/she does not serve. The Vice President, with support from the Administration Assistant, shall serve as the Secretary of the organization and shall keep the seal and records of the organization. The VP will ensure, in conjunction with the Administration Assistant the taking and distribution of all minutes, the publication of official reports, attesting documents, distribution of the meeting notice and agenda for all Board and GA meetings to the named delegates and nominated contacts of the members 60 days before



the meetings, requesting submission of reports from all committee chairs, and perform such other functions that pertain to the office.

Board meeting minutes, along with accompanying reports, shall be circulated by the Administration Assistant, under direction of the VP to the nominated contacts of all member nations within 60 days following a meeting of the Board. GA meeting minutes, along with all accompanying reports, shall be circulated to the named delegates and the nominated contacts of all member nations within 60 days following a meeting of the GA.

COMMITTEE RESPONSIBILITIES

The Vice President shall chair the Nominating Committee and serve on the Communications Committee, though not necessarily as chair. If chair, the Vice President is responsible for selecting, evaluating and replacing members of these two committees, subject to Board approval. This position also serves on the Finance Committee.

3 DIRECTOR OF FINANCE

GENERAL RESPONSIBILITIES

The Director of Finance shall serve as the Treasurer and have charge of the funds of the organization and shall keep correct and complete books and records of account of such funds. In cooperation with available staff, the Director of Finance shall receive and deposit the funds of the organization in such banks or other instruments as shall be designated by or under the authority of the Board. The Director of Finance shall disburse such funds in the manner designated by or under the authority of the Board. The Director of Finance shall cause independently audited or examined financial reports of the organization to be prepared annually and such special reports as may from time to time be called for by or under the authority of the Board.

The Director of Finance shall also direct the organization's budget process, which will require the development, prior to each GA meeting, of a five-year operating budget to be approved by the GA. The Director of Finance shall solicit and consider committee requests, as well as Board and GA priorities, in the development of each operating budget.

The Director of Finance is responsible for providing a Finance Report, which provides an overview of the organization's financial position and budget performance, to the Administration Assistant for distribution to the Board and nominated contacts of all member nations.

This position will also discharge such other duties as may be assigned by the Board.

COMMITTEE RESPONSIBILITIES

The Director of Finance shall chair the Finance Committee and be responsible for selecting, evaluating and replacing at-large members of this committee, subject to Board approval.

4 DIRECTOR OF DEVELOPMENT

GENERAL RESPONSIBILITIES



The Director of Development shall be responsible for the management of the membership program of the organization. These duties include the presentation of new member nations and the evaluation of existing member nations based on the membership criteria of the organization. The duties of this position also include management and oversight of all lacrosse development initiatives in member and non-member nations. However, Development Staff, when available, may take on specific administrative responsibilities relating to the duties of the Director of Development as directed by the Director of Development.

Selection, subject to Board approval, management and evaluation of Development staff are the responsibility of the Director of Development.

The Director of Development is also responsible for circulating a Development Committee Report, which provides an overview of the organization's membership and development initiatives, to the Vice President for distribution to the Board and delegates of the GA prior to meetings, according to the established policy.

COMMITTEE RESPONSIBILITIES

The Director of Development shall chair the Development Committee and be responsible for selecting, subject to Board approval, evaluating and replacing members of this committee.

5 DIRECTOR OF WOMEN'S LACROSSE

GENERAL RESPONSIBILITIES

The Director of Women's Lacrosse shall have a broad understanding of women's lacrosse, and shall be responsible for the development, management and oversight of the organizational plans related to all forms of women's lacrosse recognized by the organization in four primary areas: rules, competition, officiating and budget.

This Board position will prepare and submit a draft budget that reflects the operational priorities of each committee under its direction according to the budget timetable established by the Director of Finance.

The Director of Women's Lacrosse is responsible for circulating a Women's Lacrosse Report, which provides an overview of the organization's women's lacrosse operations and includes reports from all areas under the direction of the Director of Women's Lacrosse, to the Administration Assistant for distribution to the Board and GA prior to meetings according to established policy.

This position will also select, subject to Board approval, the chairs of the following committees: Women's Rules; Women's Competition; and, Women's Officiating.

COMMITTEE RESPONSIBILITIES

The Director of Women's Lacrosse shall be a member and be responsible for the oversight of, not necessarily as chair, the Women's Rules Committee, the Women's Competition Committee, and the Women's Officiating Committee.



6 DIRECTOR OF MEN'S LACROSSE

GENERAL RESPONSIBILITIES

The Director of Men's Lacrosse shall have a broad understanding of men's lacrosse, and shall be responsible for the development, management and oversight of the organizational plans related to all forms of men's lacrosse recognized by the organization in four primary areas: rules, competition, officiating and budget.

This Board position will prepare and submit a draft budget that reflects the operational priorities of each committee under its direction according to the budget timetable established by the Director of Finance.

The Director of Men's Lacrosse is responsible for circulating a Men's Lacrosse Report, which provides an overview of the organization's men's lacrosse operations and includes reports from all areas under the direction of the Director of Men's Lacrosse, to the Administration Assistant for distribution to the Board and GA prior to meetings according to established policy.

This position will also select, subject to Board approval, the chairs of the following committees: Men's Rules; Men's Competition; and, Men's Officiating.

COMMITTEE RESPONSIBILITIES

The Director of Men's Lacrosse shall be a member and be responsible for the oversight of, not necessarily as chair, the Men's Rules Committee, the Men's Competition Committee, and the Men's Officiating Committee.

7 LEGAL COUNSEL (PRO BONO)

GENERAL RESPONSIBILITIES

The Board may select one or two members of the legal profession to serve as Legal Counsel. Legal Counsel shall advise and consult with the directors, officers and agents of the organization. Legal Counsel shall have a voice but no vote at any meeting of the Board or General Assembly. Except as may be approved by the Board, Legal Counsel shall receive no salary or other compensation, but may receive necessary expenses.

The Board may authorize the appointment of special legal counsel or consultants as may be required from time-to-time at such fees and compensation as agreed upon by the Board.

8 ADMINISTRATIVE STAFF

GENERAL RESPONSIBILITIES

When feasible, the organization may hire administrative staff to provide administrative support to the Board, especially in the areas of meeting planning (such as distribution of notices and reports, coordination of meeting location, etc.), membership management, and Board/delegate



communications (such as those relating to constitutional and bylaw matters, distribution of minutes, etc.).

Administrative staff will report to and be managed/evaluated by the Board.

9 DEVELOPMENT STAFF

GENERAL RESPONSIBILITIES

When feasible, the organization may hire development staff to provide administrative support to the Development Committee, especially in the area of coordination of development initiatives in member and non-member countries.

Development staff will report to and be managed/evaluated by the Director of Development.

III. COMMITTEES

The organization shall have a number of standing committees that will convene regularly either in conjunction with the General Assembly of members, international championships or independently (electronically or via conference call). Unless otherwise specified in a committee job description, committees shall consist of a chair and no more than four other members. The Men's and Women's Rules Committee may each have up to an additional three members (over and above the four referred to previously). The Chair must be resident of a full member nation but committee members may be resident of either full or associate member nations, unless as otherwise agreed unanimously by the Board. Committee chairs not held by Board members (as described in the respective roles and responsibilities of each Board position) and the members of each committee must be approved by the Board. Committee chairs may serve up to two consecutive four-year terms, but ultimately serve at the direction of the Board. The term for committee members is also four years, and members may also serve up to two consecutive terms at the discretion of the committee chair. However, the terms of the first members of each committee may be adjusted by the Board for strategic reasons.

The chair of a committee is nominated by the respective Board member who oversees that particular area of activity. Committee chairs shall establish the agenda and timing for committee meetings, and preside over these meetings. The chair of each committee has the responsibility to select/replace members of his/her committee subject to Board approval. A call for nominations of any committee vacancy shall be circulated to all GA delegates and the Board. No more than two committee members, including the chair, from the same member nation may serve on the same committee at once. Although the quality and commitment of committee members is of significant importance, the representation of regional diversity within each committee is strongly encouraged whenever possible.

A committee chair is responsible for communicating committee activity to the Board and GA delegates by submitting reports according to established policy prior to each Board and GA meeting to the Board member who oversees that particular area of activity. The Board provides oversight of and direction to each committee based on the strategic priorities of the Board and GA. Committee chairs are also responsible for participating in the budget process and effectively managing budget allocations.



A committee chair is responsible for communicating committee activity to the Board and GA delegates by submitting reports according to established policy prior to each Board and GA meeting to the Board member who oversees that particular activity. The Board provides oversight of and direction to each committee based on the strategic priorities of the Board and GA. Committee chairs are also responsible for participating in the budget process and effectively managing budget allocations.

Initially, the organization will not be able to fully reimburse committee members for the costs associated with attending committee meetings. While some committee support will be incorporated into the organization's inaugural budget, committees should make every effort to stage meetings in conjunction with existing events or GA meetings in order to minimize expense.

Based on the nature of committee activity, committee leadership may be asked to attend, in person or electronically, Board or GA meetings from time to time to present proposals and/or respond to questions.

1 MEN'S OFFICIATING COMMITTEE

GENERAL RESPONSIBILITIES

This committee is responsible for the development and training of international officials for all forms of men's lacrosse recognized by the organization, as well as the selection and management of officials for men's world championship play (World Indoor Championship, World Senior Field Championship, and World Under-19 Field Championship).

This committee establishes and maintains qualification standards for men's world championship officials, including the development of necessary training curricula and testing resources. This committee is also responsible for selecting and assessing officials for world championship play. A member of this committee is required to serve on the Men's Rules Committee.

The chair of this committee is nominated by the Director of Men's Lacrosse and approved by the Board. The Director of Men's Lacrosse is an automatic member of this committee, although not necessarily the chair.

2 WOMEN'S OFFICIATING COMMITTEE

GENERAL RESPONSIBILITIES

This committee is responsible for the development and training of international officials for all forms of women's lacrosse recognized by the organization, as well as the selection and management of officials for women's world championship play (World Cup and Under-19 Championship).

This committee establishes and maintains qualification standards for women's world championship officials, including the development of necessary training curricula and testing resources. A member of this committee is required to serve on the Women's Rules Committee.



The chair of this committee is nominated by the Director of Women's Lacrosse and approved by the Board. The Director of Women's Lacrosse is an automatic member of this committee, although not necessarily the chair.

3 MEN'S RULES COMMITTEE

GENERAL RESPONSIBILITIES

This committee is responsible for considering and recommending to the GA international playing rule modifications for all forms of men's lacrosse recognized by the organization. The publication of the International Rules for Men's Lacrosse, in whatever format is most effective, is also this committee's charge.

The Men's Rules Committee is responsible for initiating, collecting and presenting men's rule change requests to the GA.

The Men's Rules Committee must submit a summary of qualified rule change proposals to the Board, via the Director of Men's Lacrosse, for review prior to circulation to the GA. Submissions to the Board must be made at least 90 days prior to a scheduled GA meeting. Rules change proposals must be reviewed by the Board within 30 days and circulated to the delegates of member nations no later than 60 days prior to a scheduled GA meeting.

The chair of this committee is nominated by the Director of Men's Lacrosse and approved by the Board. The Director of Men's Lacrosse and a member of the Men's Officiating Committee are automatic members of this committee, although neither is necessarily the chair. It is intended that the up to three (3) additional members of this committee should be from other than the "Officiating" community to provide a fuller representation and balanced view on the rules.

4 WOMEN'S RULES COMMITTEE

GENERAL RESPONSIBILITIES

This committee is responsible for considering and recommending to the GA international playing rule modifications for all forms of women's lacrosse recognized by the organization. The publication of the International Rules for Women's Lacrosse, in whatever format is most effective, is also this committee's charge.

The Women's Rules Committee is responsible for initiating, collecting and presenting women's rule change requests to the GA.

Rule changes proposed by the Women's Rules Committee must first be reviewed by the Board prior to circulation to the delegates of member nations. The Board may clarify language and verify the necessary support for consideration, but may not change the proposal. The Board cannot prevent a proposed rule change from being circulated to the delegates of the GA unless it is not supported by the appropriate number of full member nations as described above. Rule changes can only be decided by the GA at a GA meeting.



The Women's Rules Committee must submit a summary of qualified rule change proposals to the Board, via the Director of Women's Lacrosse, for review prior to circulation to the GA. Submissions to the Board must be made at least 90 days prior to a scheduled GA meeting. Rules change proposals must be reviewed by the Board within 30 days and circulated to the delegates of member nations no later than 60 days prior to a scheduled GA meeting.

The chair of this committee is nominated by the Director of Women's Lacrosse and approved by the Board. The Director of Women's Lacrosse and a member of the Women's Officiating Committee are automatic members of this committee, although neither is necessarily the chair. It is intended that the up to three (3) additional members of this committee should be from other than the "Officiating" community to provide a fuller representation and balanced view on the rules.

5 MEN'S COMPETITIONS COMMITTEE

GENERAL RESPONSIBILITIES

This committee is responsible for the development and management of event policies and guidelines for host organizations of all men's world championship competitions recognized by the organization. Responsibilities include the design of tournament formats and the management of the bid and site selection processes for men's world championship events, as well as oversight of eligibility criteria, modifications of which are subject to approval by the General Assembly. This committee will also be charged with requesting from the GA a sanction for any new men's international event deemed of strategic importance to the organization, and will work with the Meeting & events Calendar Committee to develop a competition structure/cycle that incorporates appropriate regional events.

The chair of this committee is nominated by the Director of Men's Lacrosse and approved by the Board. The Director of Men's Lacrosse is an automatic member of this committee, although not necessarily the chair.

It is anticipated that the existing guidelines and policies in place for men's world championship play will continue initially. However, in an effort to simplify hosting of and participation in world championships, this committee should regularly collaborate with the Women's Competition Committee to consider ways in which world championship policies and guidelines, tournament formats and eligibility criteria can be coordinated and streamlined.

This committee is also responsible for the maintenance and enforcement of eligibility criteria for players and officials, and recommendations to the GA of modifications to those criteria.

6 WOMEN'S COMPETITION COMMITTEE

GENERAL RESPONSIBILITIES

This committee is responsible for the development and management of event policies and guidelines for host organizations of all women's world championship competitions recognized by the organization. Responsibilities include the design of tournament formats and the management of the bid and site selection processes for women's world championship events, as well as oversight of eligibility criteria, modifications of which are subject to approval by the General Assembly. This committee will also be charged with requesting from the GA a sanction



for any new women's international event deemed of strategic importance to the organization, and will work with the Meeting & Events Calendar Committee to develop a competition structure/cycle that incorporates appropriate regional events.

The chair of this committee is nominated by the Director of Women's Lacrosse and approved by the Board. The Director of Women's Lacrosse is an automatic member of this committee, although not necessarily the chair.

It is anticipated that the existing guidelines and policies in place for women's world championship play will continue initially. However, in an effort to simplify hosting of and participation in world championships, this committee should regularly collaborate with the Men's Competition Committee to consider ways in which world championship policies and guidelines, tournament formats and eligibility criteria can be coordinated and streamlined.

This committee is also responsible for the maintenance and enforcement of eligibility criteria for players and officials, and recommendations to the GA of modifications to those criteria.

7 NOMINATING COMMITTEE

GENERAL RESPONSIBILITIES

This committee is chaired by the Vice President, who is responsible for selecting, evaluating and replacing members of this committee subject to Board approval. This committee is responsible for the identification, cultivation and recommendation of qualified candidates to serve positions on the Board and Committees. Board elections require approval by the General Assembly, and committee appointments require approval by the Board.

The Nominating Committee is responsible for maintaining a current contact list of Board and Committee members, including their respective terms, to be presented at each meeting of the GA. The Nominating Committee is also responsible for publicising any Board and Committee vacancy to the Board and nominated contacts of the members, identifying nominees for planned and unplanned Board vacancies, and distributing to the nominated contacts of the members at least 30 days prior to all GA meetings a list of nominees for any Board positions for which an election is required.

The Nominating Committee is also responsible for the management of all recognition programs (including awards) within the Federation.

As well as reflecting the need for geographic diversity, it is particularly important for this committee to reflect an appropriate gender balance.

8 DEVELOPMENT COMMITTEE

GENERAL RESPONSIBILITIES

Chaired by the Director of Development, who is responsible for selecting, subject to Board approval, evaluating and replacing members of these committees. Excluding the chair, the members of this committee must equally represent men's and women's lacrosse. With the



support of Development Staff when available, this committee is charged with the development and management of all lacrosse development initiatives in member and non-member nations.

Specific responsibilities also include:

- Responding to all development inquiries
- Creation and management of basic criteria upon which to evaluate, qualify and prioritize the potential of all development inquiries
- Budget development and management
- Coordination of equipment grants to qualified nations
- Coordination of human resource (coach/official) grants to qualified nations
- Coordination of ongoing communication and support to nations receiving/requesting development assistance
- Evaluation, recommendation and presentation of new nations for membership consideration

9 FINANCE COMMITTEE

GENERAL RESPONSIBILITIES

This committee is chaired by the Director of Finance, and includes the Vice President and may include other Board members and also non-Board members. This committee is charged with the preparation and presentation of the organization's operating budget to the Board for review and revision and, ultimately, the General Assembly for approval. This committee is also responsible for the ongoing management of the budget, once approved, and regular financial reporting to the Board and GA. The committee is required to solicit budget requests from all committees in the preparation of each budget. The Finance Committee must develop and circulate a draft of the budget to the Board for review and revision, if necessary, prior to circulation to the delegates of the GA for consideration at least 60 days prior to a GA meeting.

10 MEETING & EVENT CALENDAR COMMITTEE

GENERAL RESPONSIBILITIES

This committee is chaired by the President, who is responsible for selecting, evaluating and replacing members of this committee, subject to Board approval. This committee is charged with the development of a calendar of organizational meetings and world championship events, subject to the approval of the GA, that most effectively and efficiently stages men's and women's U-19 and senior world championships. The timing of regional international competitions should be an important consideration in the development of this calendar.

11 COMMUNICATIONS COMMITTEE

GENERAL RESPONSIBILITIES



**FEDERATION OF INTERNATIONAL LACROSSE:
BOARD AND COMMITTEE ROLES AND RESPONSIBILITIES**

This committee, with support from Administrative Staff, is charged with maintaining effective business communication within the organization, as well as promotion of the organization and its activities to those outside of the organization. The creation and maintenance of an effective Web site for the organization is a primary focus of this committee.

The chair of this committee is nominated by the Vice President and approved by the Board. The Vice President is an automatic member of this committee, although not necessarily the chair.

When possible and appropriate, the Board may also consider the establishment of a Marketing Committee, the responsibilities of which would be determined by the GA and distinguished from the Communications Committee.



RESPONSIBILITY GRID

PRESIDENT

- Meeting & Event Calendar Committee Chair
- Strategic Planning Committee Chair (Board)

VICE PRESIDENT

- Nominating Committee Chair
- Communications Committee Member
- Finance Committee Member

DIRECTOR OF FINANCE

- Finance Committee Chair

DIRECTOR OF DEVELOPMENT

- Development Committee Chair

DIRECTOR OF WOMEN'S LACROSSE

- Women's Rules Committee Member
- Women's Competition Committee Member
- Women's Officiating Committee Member

DIRECTOR OF MEN'S LACROSSE

- Men's Rules Committee Member
- Men's Competition Committee Member
- Men's Officiating Committee Member