US Lacrosse - Expectations of Directors

USL Mission: US Lacrosse is the national governing body of lacrosse. Through responsive and effective leadership, we provide programs and services to inspire participation while protecting the integrity of the sport.

USL Vision: US Lacrosse envisions a future that offers people everywhere the opportunity to discover, learn, participate in, enjoy and ultimately embrace the shared passion of the lacrosse experience.

General Expectations

- Know and support the US Lacrosse mission, vision, strategic plan, philosophy, policies, programs, services, strengths and needs.
- Suggest possible applicants to the Board Development Committee who are able to make significant contributions to the work of US Lacrosse.
- Serve in leadership positions and undertake special assignments willingly and enthusiastically.
- Follow trends throughout lacrosse.
- Bring good will and a sense of humor to the Board’s deliberations.

Time Commitment

The US Lacrosse Board of Directors is a dedicated group of individuals who ultimately decide policy and make decisions regarding the overall operations and strategy of US Lacrosse. Service on the Board of Directors of USL is a significant commitment. Each Director is expected to give their time and talent generously for the full duration of their term (3 years). The Board of Directors meets three times each year, in January, June and September.

Generally Directors should expect that they would spend approximately 8-10 hours each month on Board of Director duties. Depending on the extent of Committee commitments, that engagement of time may be greater. The time may be spent on conference calls, in email communications, in face-to-face meetings, or attending events. In-person meetings and events may require travel, subject to the Reimbursement for Service Policy, which will add to the number volunteer hours each Director gives.

In order to wholly support the work of the organization, and to ensure that meetings are productive, it is expected that each Director will attend each of the three Board meetings. Directors should adequately prepare for meetings beforehand, asking any necessary questions and promptly following up with emails. Any more than one absence from Board meetings in a given fiscal year may signal an inability to fully discharge the duties and responsibilities of a Director.

Each Director is required to become a member of at least one Committee. Committees will meet periodically as directed by the Chair of the Committee, but meetings may occur in person or telephonically. Most of the work of the Board will be accomplished in Committees, and will be reported out and approved as needed at meetings of the Board of Directors. Therefore, it is critical to the organization’s success that communication between Committees and the Board remain open and fluid. This is the responsibility of the Directors.

Main Responsibilities of the Board of Directors

Each member of the USL Board of Directors is expected to:

- Understand the responsibilities of the position before accepting it.
- Act at all times with the utmost good faith and loyalty to the organization.
• Engage in thoughtful, informed decision making in the best interest of the organization.

Given the following list of responsibilities, a Director shall have a well rounded background and the ability to make decisions in a wide range of areas—both within the games of lacrosse and administratively in running a nonprofit that is the national governing body of lacrosse.

1. Determine and serve USL’s Mission, Vision and Purpose
2. Provide general oversight with respect to the overall business and affairs of the organization consistent with the Strategic Plan
3. Ensure effective organizational planning
4. Ensure adequate resources
   a. Provide for fiscal accountability
   b. Approve the budget
   c. Formulate policies related to contracts from public or private resources
5. Manage resources effectively
6. Determine and monitor the USL’s programs and services
   a. Accept responsibility for all conditions and policies attached to new, innovative, or experimental programs
7. Enhance the organization’s public image
8. Require accountability by the President and CEO
   a. Review and evaluate his/her performance regularly on the basis of a specific job description, including executive relations with the board, leadership in the organization, in program planning and implementation, and in management of the organization and its personnel
9. Assess its own performance

Conflict of Interest

USL Directors are expected to put the welfare of the organization before personal benefit. Directors are asked to serve in part because of their widespread involvement across various lacrosse communities. It is likely that Directors will be affiliated with many organizations, both on a professional and personal basis that may present competing interests.

USL requires full disclosure of those potential conflicts of interest, and compliance with a Conflict of Interest Statement that will be signed by each Director and remain on file with the organization. Each Director is expected to maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate.

Ethics, Diversity and Non-discrimination Policy

US Lacrosse is an equal opportunity employer and always seeks employees and volunteers based upon position-related qualifications regardless of race, gender, religion, color, national origin, age, disability, or any other classification proscribed under applicable federal, state or local law.

Reimbursement for Expenses

The current policy prohibits compensation of volunteers for service to USL. The current policy to reimburse volunteers for travel expenses incurred for attending USL meetings is below.
Meeting Travel Reimbursement Policy
(as of January 1, 2009)

As a non-profit organization, stewardship of our resources is essential. Our policy is to reimburse volunteers for approved, reasonable, proper, and necessary travel expenses incurred in conjunction with approved US Lacrosse meetings.

Requests for meeting travel reimbursement will be verified and processed within 30 days of receipt. Payment for incomplete travel reimbursements requests may be delayed until proper documentation is received. Volunteers traveling to multiple meetings within a month or with other financial limitations may request for payments to be expedited or paid directly by US Lacrosse.

Related Policies and Procedures

1. Mileage Reimbursement
   a) Mileage costs will be reimbursed at the current government approved business travel rate
   b) Parking and tolls are fully reimbursed. A receipt is required for parking and tolls greater than $10 a day.

2. Taxis and Shuttles
   a) Taxis and shuttles are fully reimbursed to/from airport and to/from hotel and meeting
   b) A receipt is required

3. Air / Train Travel
   a) Fare must be the lowest available coach fare
   b) Airline tickets must be booked outside 21 days in order to be eligible for full reimbursement

4. Hotel Accommodations
   a) Double occupancy is required
   b) Lodging costs are reimbursed at 50% of the negotiated rate.
   c) Itemized receipts for actual lodging costs must be submitted with travel reimbursement forms

5. Non-reimbursable expenses (examples)
   a) Supplemental travel insurance
   b) Airfare and lodging upgrades
   c) Fines, penalties and legal fees
   d) Personal entertainment and recreational expenses

Contribution of Travel Expenses

Meeting attendees are also encouraged, when and if possible, to fund some or all of their own expenses in conjunction with meeting attendance. Such expenses are tax-deductible to the fullest extent allowed by law, and US Lacrosse will issue a formal record of such contribution for all US Lacrosse volunteers who choose to fund their own meeting attendance expenses.