

St. Mark Athletic Association

2023 Board Elections

Mission Statement of St. Mark Athletic Association

St. Mark Athletic Association is committed to providing a faith driven athletics program for the youth of St. Mark Parish and our partner parishes. We welcome and encourage our members, coaches and student athletes to be fair, compete well, and learn the importance of hard work through teamwork and our Christian values. We strive to be an example of faith and good will to our competitors, spectators, officials and the community.

Current Board Members

President/Athletic Director: Matt Svetz

Vice President/Assistant Athletic Director: Jack Koch

Treasurer: Mark Neitzel

Secretary: Jean Berger

Sports Commissioner: Marty Lentz

Pastoral Designee: Deacon Dave Lundeen

Roles/Duties of board positions

PRESIDENT/ATHLETIC DIRECTOR

1. Preside at all St. Mark Athletic Association meetings
2. Uphold and oversee the bylaws of SMAA
3. Attend seasonal coaches and parent meetings in conjunction with the Vice President and Sports Commissioner
4. Register all St. Mark teams with CYO and maintain SportsPilot
5. Communicate all CYO training and coaching clinics
6. Act as liaison between CYO and SMAA

Roles/Duties of board positions

VICE PRESIDENT/ASSISTANT ATHLETIC DIRECTOR

1. Act as liaison between St. Mark and our partnering parishes
2. Oversee and act upon all scheduling of practices
3. Attend seasonal coaches and parent meetings in conjunction with the President and Sports Commissioner
4. Aid Sports Commissioner in their duties and communicate on a regular basis regarding teams, concerns, tournaments etc....
5. Work directly with the parish office to ensure all coaches and volunteers are VIRTUS compliant
6. Work directly with the basketball commissioner to oversee coordination, scheduling and announcing annual basketball tournament

Roles/Duties of board positions

TREASURER

1. Work directly with the parish accountant to rectify and balance account
2. Keep accurate records of all disbursements and receipts of all monies received
3. All financial decisions shall be voted on and approved by the Executive Board and the treasurer shall be responsible for executing payment all on approved expenditures
4. Coordinate and document the receiving of all fundraising
5. Prepare and submit to the SMAA individual sport profit & loss statements on a quarterly basis
6. Conduct audits for concessions, fundraisers and any other money raising events on an as-needed basis
7. Prepare and present to the SMAA and parish office an annual statement to be presented at the September SMAA general meeting

Roles/Duties of board positions

SECRETARY

1. Record attendance and minutes of all meetings and distribute minutes to the Executive Board and post to SMAA website within one week of meetings
2. Prepare agenda for each meeting, whether it be general or executive
3. Work directly with parish to schedule SMAA meetings
4. Communicate with parish and school for all upcoming sporting events and seasonal registration announcements
5. Submit all correspondence to the parish that shall need approval
6. Keep a detailed log of all items voted on by the Executive Board
7. Oversee ballots of elections for Executive Officers
8. Serve as public relations (social media & website maintenance) coordinator as necessary throughout the season
 - Coordinate with Sports Commissioner to schedule and execute upon end of season banquets
 - Oversee and audit all sports physical/medical forms

Roles/Duties of board positions

SPORTS COMMISSIONER

1. Nominate and oversee all commissioners of each sport offered and the alumni director
2. Oversee the division of teams in each sport based on CYO guidelines
3. Recruit coaches and players
4. Main line of communication between SMAA and all individual sport commissioners and coaches
5. Oversee the equipment manager and submit to the executive board any requests for equipment or uniform purchasing
6. Work directly with the secretary to schedule and execute upon end of season banquets

Roles/Duties of board positions

PASTORAL DESIGNEE

1. Educate all members of the community involved with CYO Athletics regarding the Diocese of Cleveland CYO Charter and Bylaws
2. Responsible for all signatures needed on any forms required by CYO
3. Responsible for all correspondence approvals that are submitted to the parish by SMAA
4. Handles scheduling of seasonal team masses, coordinating pew reservation and prayer over athletes during mass
5. In the event that a board vote is a tie, the Pastoral Designee will have a voting right
6. Work directly with Vice President to ensure all coaches and volunteers are VIRTUS compliant

Elections

The Executive Board shall be comprised of the five elected officers.

The Pastoral Designee is appointed by the Pastor/Parish Administrator. These positions will have a term of two years. Officers may run for re-election at the end of their term; however, they may only hold two consecutive terms in the same position.

At first establishment of the Executive Board in March 2021, the Athletic Director in conjunction with the Pastoral Designee shall appoint individuals to these positions. Their term shall be extended to begin March 2021 and conclude in June 2023.

In April of every election year, any interested parties of Executive Board positions shall electronically submit their interest via email to stmarklionsports@gmail.com. The election will take place electronically via Google Forms and anyone within the St. Mark Parish or a child within the St. Mark Athletic Association may vote.