* Insurance
* Read insurance policy each year and ensure it is adequate for our needs (in April)
* Update contact information and driver of trailer information if necessary (in April)
* Complete renewal forms (April)
* Email copy of policy to NL School Administration – necessary to continue to use facilities (March)
* Monthly Meetings
* Preside over
* Send meeting reminder and report request
* Set agenda
* Call and preside over grievance hearings
* Monitor all committee work
* Respond to director and parent inquiries
* Maintain Director Checklist/Evaluation throughout year so they are ready for each respective election date
* Assist Directors
	+ Provide timelines and oversee new director orientation
	+ Check-in with each director during season at least once, preferably at a practice or game
	+ Provide guidance and instruction on policies
	+ Ensure adherance to all policies and communicate any failure to comply