

Walker Jr. Wildcats Board Members Duties

General

Shall be expected to attend board meetings throughout year

Shall be expected to assist with game day activities

Shall be expected to participate in fundraising activities

Shall be expected to attend normal practice dates

Shall be expected to conduct themselves in a professional and courteous manner at all times

President

Shall preside at all meetings of the directors and general membership

The Executive Chief Officer, with general management of the organization's business

Has power to make contracts in the ordinary course of business

Shall see that all orders and resolutions of the board are carried into effect

Direct other officers in the performance of their duties

Has power to execute all authorized instruments

Shall generally perform all acts incident to the office of President or which are authorized or required by law, or which are encumbered upon him/her under the provisions of the Articles of these by-laws

Vice President

Shall in absence or disability of the President, perform his/her duties and exercise his/her powers

Shall have such powers, and shall perform such duties as shall be assigned to him/her by the board of directors or by the president

Shall have responsibility for scheduling volunteer help during game day and fundraising activities

Shall have responsibility for activities related to "end of year" player banquet subject to approval of directors (i.e. location, food, jackets, trophies and etc.)

Secretary

Shall give, or cause to be given, notice of all meetings of the general membership and directors

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Revision 4

Shall give, or cause to be given, all other notices required by law or these by-laws

Shall record all proceedings of the meetings of the general membership and directors in a book to be kept for that purpose

Shall perform other duties as may be assigned to him/her by the directors or the president from time to time

Shall provide information for maintenance of website

Shall provide and maintain game day rosters and programs

Shall provide and maintain registration information, including SLYFA required team book

Treasurer

Shall have custody of all funds, securities, evidences or indebtedness, and other valuable documents of the corporation

Shall give, or cause to be given, receipts and debts of the corporation of whatever nature when due

Shall enter, or cause to be entered, in books of the corporation to be kept for that purpose, full and accurate accounts of all monies received and paid out on account of the corporation

Shall whenever required by the president or directors, he/she shall render a statement of accounts

Shall keep, or cause to be kept, such books as will show a true record of the expenses, gains, losses, assets and liabilities of the corporation

Shall perform all other duties incident to the office of the treasurer

Shall return to the corporation upon termination of his/her tenure all property of the organization under his/her control

Shall maintain all Local, State and Federal status or updates

Shall maintain and deposit all game day and fundraiser monies

Field Maintenance & Equipment Manager-(Formerly League Representative)

Shall attend any Southern Louisiana Youth Football Association league meetings or any other league that the organization may become a member, when president and vice president are unavailable

Shall be responsible for all football equipment, distributed and collected to football players and the equipment room

May draft from the general membership to help with the equipment responsibility

Shall be responsible for all field maintenance and repairs for game day or other activities

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Head Coaches

Shall have authority to appoint assistant coaches to assist him/her in the coaching of the team

Shall be 18 years of age, including assistant coaches

Shall have the responsibility to call practices and prepare teams to play in the league games

Shall be responsible for supervising all practices, games, and all equipment issued to their teams

Shall assist with game day set-up and break down of field equipment

Shall be present at weigh in and other league required activities

Shall not coach more than one team without approval of Board of Directors

Fundraiser Chairperson/ Public Relations

Shall be responsible for all activities regarding raising funds outside of concession stand and registration (i.e. signs, program ads, raffle tickets, pictures, gate, spirit items and etc.)

Plan and coordinate events within budget on venue, food, decorations, etc.

Shall keep the organization's social media up to date

Concession Chairperson

Shall be responsible for all activities regarding concession stand (i.e. stocking, cleaning, ordering, supplies, food and etc.)

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Public Relations Coordinator

- Prepare/ update information for Media such as Website, Social Media pages and Apps for communication
- In charge of social media sites and delegating a committee for assisting with managing posts- including but limited to info, pictures, and videos.
- Plan publicity strategies to help with advertising and recruiting.
- Create sponsorship packages to publicize after approval given from the board
- Make announcements to the media

The above was approved through Member Elections Fall of 2010 as revision/addition to WIFL By-laws.