



Board Roles & Responsibilities

NOTE: As the needs of each Board adapts to best help serve our flag football community, so do the number of Board members and their roles and responsibilities. Feedback is encouraged, and if you see a way that you think you'd like to get involved, we invite you to email us at board@flagflagfootball.com.

Elected Officer: Commissioner

- In conjunction with Clerk, manage annual/monthly board meetings including the creation of agendas and facilitation of group discussions
- Support the entire Board of Directors in their roles to ensure all decisions and investments made are aligned with the mission & vision of the organization
- Ensure (with elected Officers) matters of long-term health of the organization including our 501(c)3 status, fiscal well-being and legal representation
- Serve as spokesperson for the organization with key donors, sponsors and press.
- Send thank you notes to all donors throughout the year
- In conjunction with the Board of Directors, manage any escalated player or captain issues regarding discipline or player safety
- Support all Directors in their individual roles and provide advice and direction in key matters concerning the quality of our player's experience both on and off the field
- Ensure all event, sponsorship, merchandise etc. are within organization branding guidelines
- Achieve league fundraising goals through sponsorship solicitations

Elected Officer: Assistant Commissioner

- Support the Commissioner in any matters that they are unable to complete/attend, including but not limited to the facilitation of board meetings in their absence
- Support all Directors in their individual roles and provide advice and direction in key matters concerning the quality of our player's experience both on and off the field
- Support all Directors to ensure all critical deadlines are met and all financial decisions/investments are done so in a fiscally responsible manner
- In the circumstance that a Director is unable to fulfill their role or responsibilities, the Assistant Commissioner will do so in their absence

Elected Officer: Clerk

- Prepare and distribute Minutes from board meetings
- Maintain a Parking Lot of unresolved issues and items a board member would like to discuss

- Distribute necessary documentation (Certificate of Solicitation, Proof of Nonprofit Status, etc.) to board members for their use
- Solicit, compile, and distribute consent agenda items in advance of board meetings
- File legally required documentation to the State of Massachusetts Department of Revenue and Attorney General's Office
- Prepare and transmit Annual Report to our Keeper of Records/legal counsel
- Maintain the organization's nonprofit status
- Serve as officer and participate in discussions and decision-making at the discretion of the Commissioner or other officers and board members

Elected Officer: Treasurer

- Maintain all financial transactions and any documentation associated with said transactions
- Propose and maintain an operational budget throughout the fiscal year
- Verify and reconcile monthly bank statements
- Work with Directors to establish estimates for anticipated costs for in-person events
- Work with Director of External Affairs & Community Outreach on annual fundraising goals
- Maintain records and receipts for current and prior years to support annual budgets and tax filings
- Issue payments associated with league operations including vendors, referees, facilities, administration and board reimbursements
- Provide tax documentation for tax filing purposes to any party as needed including donations (monetary or in kind), sponsorships, referees
- File taxes annually in May of the following calendar year
- Monitor seasonal registration fees to ensure all payments are received and refund fees as needed
- Verify reimbursement requests and submit accordingly with proper forms on file
- Monitor league card usage and verify all charges are accounted for and used for league expenses
- Establish and administer financial controls to ensure compliance among all board members

Director of Captains

- Cultivate and educate individuals that are interested in being a captain for Spring/Fall leagues; respond to all interested players throughout the year if they would like to learn more about the opportunity/expectations
- Recruit if necessary the correct amount of captains per season and facilitate the board discussion re: selection with your recommendations on who should be voted in
- Assist captains with preparation for the draft, especially with new players
- Serve as the liaison for all captains to the board for any discussion topics within the league that they would like addressed
- Provide weekly email communications to the captains with key reminders and updates

- Throughout the season, educate Captains and ensure adherence to the league mission & vision including but not limited to sportsmanship, team socials, respect of players and refs and participation in community service
- Work with captains to ensure adequate playing time for all players and opportunities for player development for both new and returning players
- Conduct a mid-season review/check in with captains (individually if paired) to ensure that things are running as planned and to address any issues
- Provide season-end feedback to the Captains on their survey results and overall performance

Director of Diversity Equity & Inclusion

- Work collaboratively with board on promoting and advocating for the need to make the league more equitable for all players
- Meet with the DEI committee to navigate issues and/or dilemmas that may create barriers for underserved or underrepresented communities
- Create a space for players and participants of the league to voice their concerns over inequalities they may have faced
- Work with Board to ensure all players feel heard and represented in all communications
- Work collaboratively with members of the board to disseminate information around events, information, and/or resources that lift up BIPOC, LGBTQIA+, and other underserved communities

Director of Events

- Develop and maintain calendar of league social events throughout the year to include the two Meet-Your-Team parties, two season-end celebrations, Beach Bowl, Snow Bowl, Friends and Family Day, and others
- Propose adjustments to the event budget lines as initially prepared by the Treasurer
- Select venues and vendors for social events and negotiate fees
- Execute contracts with venues and vendors
- Purchase supplies and food
- Work with Director of Fundraising on food/drink/item donations to events
- Register for and coordinate participation in Pride parade, including the ordering of supplies (beads to distribute) and the recruitment of volunteer marchers
- Create an event program in consultation with the event host(s) and direct the creation of any audio/visual needs (PowerPoint, slide show, music, etc.)
- Drive attendance to events, including the promotion of them through the creation of Facebook and eZone advertising
- Make sure that all bills and vendors are paid at agreed-upon times
- Plan social/team building events for board

Director of External Affairs & Community Outreach

- Procurement of and on-going maintenance of sponsorship materials.
- Achieve league fundraising goals through sponsorship solicitations
 - Money
 - Product/Give-aways at games and events.
- Maintain existing sponsor relationships and drive renewal each year.

- Facilitate Quarterly meetings of a fundraising committee
- Execute Fundraising Events (if deemed part of the strategy)
- Solicit Ongoing in-kind donations to reduce cost and support player experience (gift cards for teams/captains)
- Promote our youth scholarship and distribute applications
- Chair youth scholarship selection committee
- Organize FLAG Football presence at PFLAG Pride and Passion event
- Coordinate Camp Lightbulb scholarship
- Organize FLAG Flag Football's participation at Youth Field Day
- Coordinate press Community Outreach activities and other FLAG Flag Football-related promotion
- Ensure (with the support of the Commissioner) the Moore-Lafond Endowment Fund and all other committed funds to the youth outreach efforts are spent in appropriate manner including pursuing new opportunities and investments

Director of Marketing & Communications

- Curate content, create and send eZones (League eNewsletter) on a weekly basis during season and on a monthly basis during the off season
- Consistently maintain the website with general announcements/updates
- Post, manage & drive strategy for the League presence on social media platforms
- Maintain the organizations' social media calendar and monitor all Facebook post messages and direct messages
- Maintain the organizations' social media calendar and monitor all Instagram post messages and direct messages
- Work closely with the Director of Design and Branding to develop all branded digital content
- Provide a perspective on how initiatives, events, partnerships, etc. will likely be perceived by the League, Sponsors and broader FLAG Community

Director of Operations

- Registration:
 - Developing and testing new registration forms on SportsEngine for each Season
 - Ensuring the Registration experience in Spring and Fall goes smoothly and/or troubleshoots solutions in real time
 - Develops Registered Player, Wait List and 'Sorry' lists - work with Director of Marketing & Communications to alert players as soon as possible after Registration
 - Append Registration form with Player Information for Draft Card creation
 - Actively manage the Waitlist and coordinate with Commissioner, Asst. Commissioner and Dir of Captains on replacement players
 - Reach out to replacements player from wait list and manage onboarding and connection to captains
 - Maintain player information (contact info, pictures, stats)
- Draft:

- Develop draft packet for Captains that includes all pertinent information for the upcoming season including but not limited to: captains expectations, captain's roster, player rosters (with specific breakouts for QBs and New Players) schedule, draft process...etc.
- Develop Player Draft Cards for Draft Day and have printed
- Spearhead the Draft Day process - Set up/Breakdown, and ensure timely execution of Draft. Coordinate with Dir of Events on Food/Beverages for Captains
- Develop Team lists posts draft with Player Contact info so Captains may immediately contact players same day for Meet Your Team the next day
- Jerseys/Apparel:
 - Coordinate with Director of Branding and Graphic Design on any design changes to jerseys and ensure these are communicated to Printing Vendor
 - Develop Jersey Color lists based on Draft to send to Printing Vendor - Ensure these are sent out ASAP so that immediate order can be placed
 - Work with Director of Branding and Graphic Design on any t-shirts for Board/Refs/Captains/Volunteers for Clinic Day (Spring and Fall)
 - Work with Director of Branding and Graphic Design to create & maintain "the locker" with all additional league merchandise
- Website:
 - Coordinate with Director of Marketing & Communications & Director of Events on updating the website with any new News & Events
 - Coordinate with the Director of Rules and Referees to ensure the collection and updating of Weekly Team Scores and Standing and update the website each week
 - 2022 - Migrate fully over from WordPress to SportsEngine
 - 2022 - Develop and implement the SportsEngine App for the League
 - Work to establish Captains and League embracing of SportsEngine beyond a Registration tool
- Miscellaneous/Administration:
 - Manage relationship with League Photographer
 - Work with Director of Branding and Graphic Design on design and printing of Bracket Poster for Season Championship game
 - Order Awards for Team Captains Awards and Sportsmanship awards in time for Season end Party
 - Manage updating up League Awards - Robert Sauer, Gary Sherr, Paul Santos, Patrick Santos, Ally.....etc.
 - Maintain and oversee the Google Drive for the Board - Onboarding and Offboarding Board members to the Drive and Gmail accounts
 - Develop and maintain the Board/League calendar
 - Oversee the Zoom account and set up meetings as needed - both for monthly Board meetings but also for other Board members (ie Refs, D, E & I...etc).
 - Send condolence and get-well cards/gifts as appropriate

Director of Play

- Purchase and consistently inventory and maintain all necessary equipment for both field locations including but not limited to field paint, painters, flags, balls, chains, pumps etc.
- Coordinate equipment transportation and set up for the fields each week amongst the board and also special events such as Beach Bowl and Snow Bowl
- Ensure the procurement of all necessary permits (snow bowl, spring season, travel teams, fall season)
- Create schedule of play (fall & spring)
- Organize and maintain main storage unit
- Arrange for relocation of equipment to mobile unit for fall season and back afterwards
- Order mobile mini (fall), arrange for pick up and drop off
- Order portable restrooms (spring & fall), arrange for pick up and drop off
- Organize and manage Open play schedule and agenda, including the recruitment of QB's and vets for clinics
- Organize pre-season field painting

Director of Rules & Refs

- Recruit, train and retain all paid referees for both the fall and spring season
- Recruit and train all volunteer referees
- Create, maintain and communicate the weekly ref schedule
- Manage the annual budget for paid referees and communicate to the Treasurer on a weekly basis the amount due per referee
- Serve as the liaison for all referees to the Board of Directors in matters of rule revisions each season
- Serve as the main point of contact for captains or players who have concerns or questions about refs, rules or escalated player instances
- Maintain the rule book at all times

Director of Tournament Play

- Manage the selection process for national teams (Open and Women's Division) to represent Boston at the annual Gay Bowl, including but not limited to the selection of captains, the process of try outs and the communication to players who have and have not been selected
- Execute fundraising event(s) to ensure all registration, equipment and uniform needs are fulfilled for all the teams
- Staff Pride Security & Bar with 50+ volunteers on Pride weekend
- Communicate regularly with all tournament players & captains on expectations around practices and finances
- Work with all captains to drive unity among teams and coordinate practices and scrimmages to improve performance and overall player development
- In addition to the Commissioner, serve as the city representative for Boston on Gay Bowl related issues
- If needed, support with logistics in non-Gay Bowl tournaments

Director of Volunteerism

- Develop partnerships with non-profit organizations to establish volunteer opportunities for players and league supporters
- Create a calendar of events, having at least two events each calendar month of the year
- Have at least one volunteer opportunity scheduled for each team in both the spring and fall seasons
- Recruit and develop relationships with players to staff events and to maintain an on-call pool for fall out for both non-profit organization events and league Events
- Increase presence and recognition of volunteerism by way of website, Facebook, eZone, and other outputs
- Monitor attendance of volunteers for both call outs and to balance participation to ensure anyone who wants to participate is able to attend at least one event per year
- Develop and maintain a tracking system for volunteer statistics
- Propose/Select Volunteer of the Quarter/Year