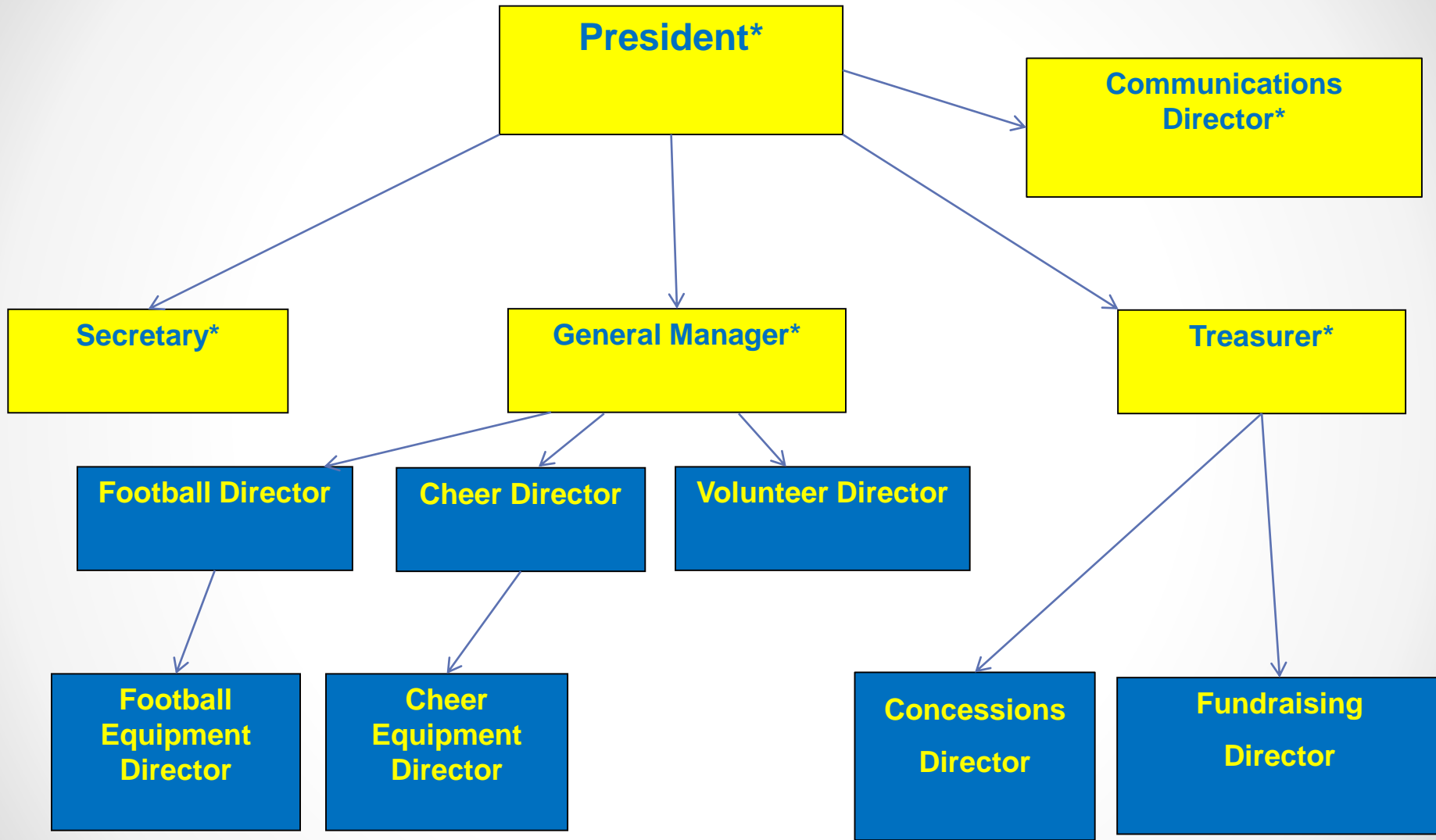


OJW Organizational Chart



*Officers, as named on MI Articles of Incorporation are the only individuals who can sign legally binding contracts for the organization.

President

- Represent OJW at NYFL League Meetings and Highest Ranking Officer (Voting Authority on League Level Issues)
- Negotiate / Sign Legally binding contracts (Tax forms, Invoices, PO Box, Photo Contracts, etc)
- Signature Authority for Checking Account. Must approve all expenditures over \$100.
- Disciplinary Authority (Suspending / Removing of Coaches, etc.)
- General Overseeing of all OJW Activities
- Keeper of Organization's Annual Calendar
- Holds keys to all facilities (storage, equipment shed, HS Stadium, PO Box, etc.)
- Chair OJW Board Meetings
- Committee Member for Annual Scholarship Program
- Tie Breaking Vote
- In charge of Hall of Fame program

General Manager

- Act on Behalf of the President if / when President is unavailable (2nd Highest Ranking Officer)
- General Management of OJW Daily Field Operations in season (football and cheer)
- Present at all practices to address parental issues / concerns
- Must attend NYFL football and cheer roster exchange meetings in August
- Ensure the practice field is clean and secure (shed packed / locked, port-a-johns locked, field clear of debris)
- Football Director and Cheer Director directly report to GM
- Holds keys to all facilities (storage, equipment shed, HS Stadium, PO Box, etc.)
- Signature Authority for Checking Account
- Follows-up (and assists as needed) on Board Member action items and tasks
- Chief disciplinarian prior to Board Disciplinary Committee
- Committee Member for Annual Scholarship Program
- In charge of 4-year Player Award Program

OJW Secretary

- Act on Behalf of the President and GM if / when President and GM are unavailable (3rd Highest Ranking Officer)
- Maintains legal address of OJW, Inc.
- Holds / Maintains all records (Birth Certificates for football, Registration forms for football, Articles of Incorporation, By-laws, etc.)
- Produces and distributes NYFL Football weigh-in books, rosters and programs
- Must attend NYFL football roster exchange in August
- Records / Distributes OJW Meeting Minutes
- Prepare for Registration nights with reg. packets and handbooks
- Responsible for acquiring background checks on all relevant volunteers
- Misc. ad hock tasks as assigned by President or GM
- Signature Authority for Checking Account
- Organize and schedule the Banquet, and any other special events hosted by OJW such as Football Playoffs and/or Super Bowl
- Makes and manages location reservations through myschoolbuilding.com

Treasurer

- Act on Behalf of the President, GM and Secretary if / when President, GM and Secretary are unavailable (4th Highest Ranking Officer)
- Holds and maintains all financial records
- Establishes budget for new year in January, with President, Cheer Director, Football Director, and Fundraising Director
- Holds and maintains the check book. Must approve all expenditures over \$200 via a Board vote.
- Perform all Accounts Payable and Receivable tasks (pay invoices, make deposits), maintaining all accounts in good standing
- Keep all receipts for expenses
- Present monthly financial reports at OJW board meetings
- File year end tax reports
- Maintains current 501(c)(3) status and advises Board of any concerns
- Signature Authority for Checking Account
- Reports directly to President, works closely with Fundraising Director to establish targets and track progress to goals
- Committee member for Annual Scholarship Program

Communications Director

- The communications director is a central point of information distribution from the Board of Directors to the Parents, Players, Coaches and the Community.
- Create e-mail distribution lists for JV Blue, JV Gold, F-Blue, F-Gold, Cheer and ALL
- Update and Maintain official website at www.oxfordjuniorwildcats.com
- Establish and update social media sites such as Facebook, etc.
- Communicate special events with Oxford Leader, Oxford Schools, Oxford Parks and Rec, etc.
- Candidate must have good written and oral communication skills
- Candidate must have access to high speed internet connection and strong computer skills
- Work closely with Volunteer Director and Team Managers / Squad Moms to assure two way flow of communications.
- Committee member for Annual Scholarship Program

Football Director

- Selection and development of the Coaching Staffs for all football teams (Applications, Codes of Conduct, OJW Rules, NYFL rules)
- Schedule Coaching Clinic(s) during the off season
- Coordinate evaluation camp, if applicable
- Develop offensive / defensive play book in accordance with school system
- Structure practice schedule
- Put together football budget / identify equipment needs – work with Treasurer
- Organize sub-committees and volunteers to assist with tasks
- Work with Volunteer Director to choose Team Managers

Cheer Director

- Selection and development of the Cheer Coaching Staff (Applications, Codes of Conduct, NYFL rules, OJW rules)
- Schedule Coaching Clinics during the off season
- Develop cheer list in accordance with school system; NYFL guidelines
- Structure practice schedule
- Work with Cheer Equipment Director to plan cheer budget / purchase equipment as required
- Attends NYFL Cheer meetings
- Works with Football Director to plan/coordinate Echo Grove Camp
- Holds keys to storage unit and practice equipment shed
- Coordinate Homecoming parade / High School cheer / public appearances
- Provide direction to Cheer Equipment Director and Cheer Secretary to prioritize tasks
- Organize sub-committees and volunteers to assist with tasks
- If hosting, plan Mega Cheer and work with Volunteer and Concessions Directors
- Presence required at all practices to address parent issues/concerns

Equipment Director, Football

- Holds and Maintains Football Equipment (worn by players)
- Record inventory
- Maintain database for returning players
- Put together budget for replacement gear (Helmets, pads, pants, practice jerseys, etc.) – work with Football Director
- Competitively bid equipment prices while maintaining strong vendor relations; involve President and GM in the process
- Holds keys to storage facilities and practice equipment trailer
- Coordinate Football Equipment distribution and collection

Equipment Director, Cheer

- Holds and maintains cheer equipment
- Records Inventory
- Works with Cheer Director to plan budget for replacement equipment
- Requests competitive bids on equipment pricing while maintaining strong vendor relations; involves Cheer Director in the process
- Holds keys to storage facilities
- Coordinates cheer equipment distribution and collection
- Must attend registration nights and equipment distribution
- Must be available throughout the season to handle equipment issues
- Work with Cheer Secretary to prepare, organize and distribute athlete binders
- In charge of MegaCheer spirit wear
- Must attend MegaCheer and make sure all equipment is correct before warm up
- Misc. ad hock tasks as assigned by Cheer Director

Fundraising Director

- Generate Positive Revenue to cover operating expenses not covered by registration fees (Special Equipment Needs, Referees, Port-a-Jons) as determined during the budget cycle
- Seek out and attract corporate sponsors
- Find and submit applications for Grants (USA Football, Lions Youth football, Nike, etc.)
- Maintain an accurate list of current sponsors
- Order sponsor banners and signs for display at the field, as needed based on donations
- Order sponsor plaques / gifts for recognition, as needed based on donations
- Coordinate all sponsor donations and deposits with Treasurer
- Coordinate all player reimbursements to families who receive \$500 or more in sponsorship.
- Organize fundraisers that do NOT involve door to door sales of products or services.
- Spirit Wear design (with approval of board) and ordering for resale (hats, sweatshirts, ...)

Concessions Director

- Develop Concessions strategy for game days
 - management of game day concession stand activities during home games
 - set up and break down of concession equipment
 - order, delivery and storage of food and product inventory
- Works with Volunteer Director to appropriately staff the stand on game days
- Concessions operations for any home Playoff games, Super Bowl or Mega Cheer that OJW hosts
- Maximizes revenue for Spirit Wear and Concessions
- Maintains proper records for Concessions
- Works with Treasurer on pricing of items and revenue potential and needs and reimbursements

Volunteer Director

- Establish Program Volunteer Requirements
- Coordinate Volunteer Sign-up for all OJW events
- Create Volunteer schedule after Blue / Gold Teams are established
- Select and develop Team Managers/Squad Moms to act as liaisons for volunteer needs
 - Provide weekly communication to remind / confirm volunteer positions for game day
 - Keep up to date on team status and adjust schedule accordingly (players quit / move away)
- Work closely with Communications, Concessions and Fundraising Directors to coordinate and communicate all events
- Organize sub-committees and volunteers to assist with tasks

Backup

Cheer Secretary

- Produces and distributes NYFL Cheer roster book
- Must attend NYFL cheer roster exchange in August
- Prepare for Registration nights with reg. packets and handbooks
- Misc. ad hock tasks as assigned by Cheer Director
- Assist with Banquet, and any other special events hosted by OJW such as Mega Cheer
- Solicit Parent Ads for printing of Game Day and MegaCheer programs, then designs the programs and arranges for printing of said programs
- Must attend MegaCheer
- Work with Equipment Director on preparing, organizing, and distributing of athlete binders
- Must attend monthly NYFL Cheer Meetings, take minutes and distribute to Cheer Director, President and General Manager
- Work with Cheer Director to design pages for MegaCheer book (also gather and turn in pictures)
- Create and distribute weekly Cheer Chat
- Complete (or gather) Game Day Reports and turn in to the NYFL GM of Cheer
- Copy Roster Binder for each squad, distribute to head coaches
- Collect and organize score sheets to turn in to judges for MegaCheer