

2019 Board Elections 2 year term

Board of Directors Duties & Descriptions

Letters of Intent Due to Tony deSimas by Wednesday February 6th, 2019.

President

- Shall oversee the day-to-day activity and decisions that impact The Association.
- Shall preside over all board meetings.
- May call emergency meetings.
- Should call at least one (1) parent meeting and any others deemed necessary by The Board where he/she is required to discuss and review the Parental Code of Conduct.
- May appoint Chairmen of any committees that are approved by The Board.
- Will submit a list of candidates and letters for open board and coaching positions to The Board at least one week before the election meetings.
- Will accept letters of resignation and bring all such letters to the attention of The Board immediately.
- Will notify all Board and Head Coach Candidates of their election or non-election within 48 hours.
- Is responsible for presenting new board members with the By-Laws of The Association and insuring that the new members understand and agree to the overall objectives and terms of the new board member's position and The Association.
- Must attend League meetings as required and outlined by the League.
- Shall sign all official documents of The Association when empowered to do so by The Board.
- Shall insure that Background Checks are completed.

Football Commissioner

- Will assist head coaches in all injury claims and take any follow-up action deemed necessary to close out claims.
- Will assist with paperwork and registration.
- Will update the roster software and team books.
- Will verify that all head coaches and/or assistant coaches have completed all applicable certifications including CPR/First Aid.
- Will assist with the coordination, storage, and collection of football equipment with the Football Equipment Manager.
- Will attend League Meetings.
- Will Coordinate League and Regional playoff activities and attend playoff meetings.
- May hold meetings throughout the season to relay information learned at the League meetings and to address any issues with head Coaches in a timely fashion. The results of these meetings will be reported at the next Board Meeting.
- Will have rosters and MPR sheets available to provide to the League, Head Coaches, and Board Members.
- Will insure that The Association is acting in accordance to all League Rules and Regulations as they pertain to the football program.
- Is directly responsible to the President and The Board.
- Will insure that the game scores are phoned in and MPR sheets are submitted according to League Regulations.

Cheerleading Equipment Manager

- Will take an inventory of all uniforms and equipment at the end of each season and submit a written report to The Board at the annual meeting.
- Is responsible for repairs of all repairable equipment.
- Is responsible for assisting equipment/uniform handouts and collections with the Head Coaches assistance.
- May appoint assistants as needed subject to the approval of The Board. The assistant(s) will have no voting rights.

Treasurer

- Will keep all financial records of the organization in an electronic format and insure that the electronic records are sufficiently backed up.
- Will submit a financial report at each regular scheduled meeting.
- Will have available upon request, all bills for presentation to The Board at each regular meeting before making payments.
- Will deposit all funds raised by the organization in the checking account.
- Will insure that all checks shall be made payable to companies or persons they are intended for, not payable to CASH.
- Will submit a financial statement listing of all assets and liabilities after the annual banquet.
- Will provide an accounting of all expenditures for the year and perform all necessary financial reporting (i.e. State, IRS).
- Is responsible for the payment of the officials at home games.

Fundraising Coordinator 2

- The Fundraising Coordinators will review and split all duties at the start of each season.
- Will obtain all permits necessary to carry out the fundraising activities of The Association as approved by The Board.
- Will organize and carry out the duties associated with stocking concession for home games.
- Will organize and carry out social events as approved by The Board.
- Will lead efforts and organize the Annual Banquet or individual team events unless otherwise specified by The Board.
- Will recruit volunteers.
- Will insure there is adequate staffing of the concession stand at home games, youth dance chaperones, social event (adult social) volunteers, fundraising effort assistance, gate workers, 50/50 raffle, and sale and inventory of The Association's merchandise.

Publicist

- Will ensure adequate advertising for registration, fundraisers and community events.
- Will ensure registration flyers are available in all local public and private schools, as approved by the school
- Will draft and publish weekly articles during the season, with the assistance of coaching staffs
- Will collaborate with Secretary to monitor and keep website and social media sites up to date
- The Board will approve all ads, flyers, articles, and correspondence before being distributed.

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Vice President

- Will share in the duties and/or carry on the duties of The President in his/her absence including calling and presiding over meetings.
- The Vice President(s) or an appointed representative will attend all League meetings and make a report to the organization.
- Will provide Head Coaches, Board members and concession with a schedule of games for that year.
- Will insure that fields are available on the dates needed for all home games.
- Will arrange for permits for practice and game fields.
- In case of inclement weather on the day of a game, the VP will contact the President who, along with the VP will make the decision to play or not after the field is checked.
- Will arrange for sideline medical personnel at all home games.
- Will review all insurance coverage to insure The Association and its belongings are properly protected.