



## **BOARD OF DIRECTORS DUTIES & RESPONSIBILITIES**

This is a brief list of some of the duties & responsibility of each Board position. In addition to these specific duties and responsibilities each Director is expected to participate as fully as possible in all activities sponsored by GSJG.

### **President**

Conduct the business of the Association and oversee all other Board members and their responsibilities while still allowing them to function within their scope of responsibility. Will designate the meeting times of the Association and conduct the meetings in an orderly and productive fashion. Will act as the designated representative to the SYF League, our football & cheer league. Attend all SYF meetings and functions or send a designated representative. Will act as the designated representative to all other SYF Associations.

Will maintain and have at his/her access an inventory of the Association's historical records and the ability to provide them to any qualified agency or persons upon request. Will assist the athletic director to provide direct supervision of practice times and game day activities.

### **Vice President**

Assist the President in his/her job functions and fulfill his/her responsibilities in his/her absence. Assist the President in direct supervision of practice times and game day activities. Responsible for the weekly newsletter during the season, orientation pamphlet, and the production of the annual Game Day Program.

### **Secretary**

Will prepare agendas and minutes for all regular meetings and special meetings held by the Association. Will be responsible for contacting Board members prior to a scheduled meeting to verify place and time either in writing or by phone. Will collect and disperse all correspondence received by the Association. Will be responsible to document all e:mail messages and either respond or forward messages to the appropriate Director and keep information flow up to date.

Will prepare registration packets prior to the beginning of each season. Will compile and maintain each participants records for certification. Will maintain the database for the organization.

Will coordinate Scholastic All-Stars program and awards at the end of each season.

### **Treasurer**

Will maintain correct books and records of the assets and business transactions of the Golden Sierra Junior Grizzlies Football & Cheer Association. Will be responsible for the collection and accounting & depositing of all monies and expenses incurred during functions of the Association. Will pay all bills on behalf of the organization and file all tax related documents. Keep records concerning all monies paid by participants for fees, equipment deposits and fund-raising. Will maintain 501c non-profit status via AYF affiliation.

### **Cheerleading Coordinator**

Will oversee, recruit & manage all Cheer coaching positions. Will oversee all aspects of the Cheer Program. Will organize & hold an annual Cheer Clinic prior to registration for the season. Will work with the Operations Director to ensure that all Cheer participants are properly registered and certified. Will manage the ordering, distribution & return of Cheer uniforms. Will keep the Board apprised of Cheer activities. Will provide the Board a budget for proposed Cheer expenses.

#### **Assistant Cheerleading Coordinator**

Will assist the Cheer Coordinator in the performance of his/her duties.

#### **Operations Director**

Will arrange for certification photos, team pictures and action photos. Function to keep the Board of Directors on an appropriate time-line as the season progresses. Will secure on behalf of the organization practice and playing fields.

#### **Athletic Director**

Will oversee, recruit & manage all Football coaching positions. Will provide direct supervision of practice times and game day activities. Will oversee and manage field safety, ensuring that all practice and game fields are safe for activities. Will maintain & provide game day PAR sheets. Implement a system for keeping game day scores & highlights for the media. Will research and advise on pre-season coaching clinics.

#### **Game Day Director**

Will direct the set up, operation and clean up activities involved with each Home and Away game.

#### **Health & Safety Director**

Will provide for the staffing of appropriate medical personnel at all football & cheer events. Will provide Game Day Medical Staff. Will maintain all medical gear and supplies. Will provide medical staff for the pre-season Medical Clinic.

#### **Special Events Coordinator**

Plan & implement special events throughout the year such as Orientation BBQ, Picture Day Pancake Breakfast, Homecoming activities, Year-end Awards Ceremony and ordering year-end trophies and awards.

#### **Team Parent Coordinator**

Will recruit parent volunteers for game day positions as well as positions necessary for fundraisers, equipment hand out and other association sponsored football & cheer events. Will recruit and assign parents to the positions of Team Parent for Football & Cheer. Will update phone calling/e:mail contact sheets for the Team Parents.

#### **Snack Bar Director**

Will supervise the overall set up and operation of the snack bar during game days. Will order supplies for the snack bar. Will help to coordinate food for other football & cheer activities of GSJG.

#### **Fundraising & Publicity Director**

Will manage sponsorships program for the organization. Will research & suggest to the Board fund raising activities for the season. Will implement and supervise Board approved Fundraisers. Will notify the media of Fundraising activities and other association activities of interest to the community.

**Equipment Manager**

Will manage inventory and store all football equipment, football and cheer uniforms. Will send equipment for regular and necessary inspection. Will maintain equipment in good working order. Will manage the ordering, distribution & return of football uniforms & gear. Will provide the Board a budget for proposed football equipment expenses. Will provide for "on Field" equipment repair & replacement during the season as necessary. Will provide game day water to players and coaching staff. Will recruit at least one parent per squad to act as team equipment managers.

**Web Master**

Will be in charge of maintaining the GSJG web site with the latest information for members at all times.