

## **PYF&C Board Position Descriptions**

### **PRESIDENT**

The President shall have administrative supervision of the affairs of the PYF&C including, but not limited to: presiding as chairperson at all meetings; at the discretion of the Board, countersigning with the Secretary (non-financial) or with the Treasurer (financial) all contracts and other legal instruments of the PYF&C; appointing and overseeing all committees; making reports to the Directors and the membership of all actions taken on behalf of the PYF&C; enforcing conduct and responsibilities of the Board; establishing the season game schedule; establishing a schedule which provides for at least one representative of the Board to be in attendance at each game in which the PYF&C is a participant; other duties as are required by the Board or the membership.

### **VICE-PRESIDENT**

The Vice-President shall, in the absence of the President, act as chairperson at all meetings, exercise and enact all duties and/or responsibilities, and generally supervise league affairs. The Vice-President shall act as the representative of the PYF&C at all County meetings and shall communicate the wishes of the PYF&C membership at all meetings. He/she will make timely reports of all actions and decisions at the County meetings to the Board and its membership will represent the wishes of the Board and its membership in an unbiased manner and will have the right to vote on matters concerning the PYF&C. The Vice-President will perform other duties as are required by the Board or the membership.

### **SECRETARY**

The Secretary shall act as chairperson at all meetings in the absence of the President and Vice-President. The Secretary shall keep accurate minutes of all meetings and transactions of the league and report the same to the membership at the regularly scheduled meetings. The Secretary will countersign with the President all legal instruments of non-financial matters concerning the PYF&C. He/she will perform other duties as are incident to the office or as are required by the Board or membership. The Secretary shall be responsible for keeping and maintaining all records related to registration, i.e. registration forms, birth certificates and physicals. The Secretary will follow-up on the collection of the required forms and fees and shall work closely with the Director of Public Relations, Vice-President, Secretary and Treasurer. The Director of Registration will perform other duties as are required by the Board or the membership

### **TREASURER**

The Treasurer shall have the custody of all funds and will countersign with the President all financial instruments governing and concerning the PYF&C. The Treasurer will collect all gate receipts as soon as it is practical after each function and perform other duties as required by the Board or the membership. The Treasurer shall also be responsible for maintaining records of corporation, non-profit status, and federal and state taxes. The Treasurer will provide adequate change for the gate, concession stand and all other events, which include the transfer of money.

## **DIRECTOR OF FIELD OPERATIONS**

The Director of Field Operations shall be responsible for the preparation of the football fields and field-related activities before and after all games. He or she shall be responsible for set-up and clean up of the game fields. The Director of Field Operations will perform other duties as are required by the Board or the membership.

## **DIRECTOR OF CONCESSIONS AND SALES**

The Director of Concessions and Sales shall be responsible for overall operation of the concession stand including ordering supplies. The Director of Concessions and Sales will be certified by the county to prepare food for sale. The Director of Concessions and Sales will be responsible for the optional clothing sales held during the pre season. The Director of Concessions and Sales will perform other duties as are required by the Board of the membership.

## **DIRECTOR OF FUNDRAISING**

The Director of Fundraising shall be responsible for all fundraising. These activities may include but are not limited to raffles, pizza sales, etc. The Director of Fundraising will work closely with other Board members to coordinate fundraising efforts and develop plans. The Director of Fundraising will perform other duties as are required by the Board or the membership.

## **DIRECTOR OF FOOTBALL OPERATIONS**

The Director of Football Operations will act as the coordinator for the PYF&C football coaches. The Director of Football Operations will be responsible for holding coaches' meetings and clinics and will be aware of the rules governing the PYF&C and of the proper techniques implemented in coaching. He/she will regularly attend the practices and games of the PYF&C and will settle disputes concerning interpretations of the rules and player eligibility. The Director of Football Operations will have close ties with the President in matters involving PYF&C. The Director of Football Operations may not be a Head Coach in PYF&C. The Director of Football Operations will perform other duties as are required by the Board or the membership.

## **DIRECTOR OF CHEERLEADING OPERATIONS**

The Director of Cheerleading Operations shall be responsible for all activities related to cheerleading. The Director of Cheerleading Operations will be responsible for the inventory, upkeep, and ordering of uniforms and supplies. The Director of Cheerleading Operations, will be responsible for selecting coaches for each team and overseeing the conduct and the technique of these coaches, and will be responsible for initiating disciplinary action when required. The Director of Cheerleading Operations will follow the guidelines established by the league. The Director of Cheerleading Operations will have close ties with the President in matters involving PYF&C. The Director of Cheerleading Operations will perform other duties as are required by the Board or the membership.

## **DIRECTOR OF EQUIPMENT AND SUPPLIES**

The Director of Equipment and Supplies shall be the custodian of all equipment for the PYF&C. He/she will order new equipment as directed by the Board or the membership and will have equipment repaired when necessary. The Director of Equipment and Supplies will provide each team within the league the equipment for its players and will collect the same at the conclusion of the season. The Director of Equipment and Supplies will take a complete inventory of all equipment at the end of each season. A copy of this report will be provided to the Board and the membership no later than the first regularly scheduled meeting in February. The Director of Equipment and Supplies will maintain a list of all equipment required by and delivered to each team during the season. The Director of Equipment and Supplies will assist the Director of Field Operations in field maintenance. The Director of Equipment and Supplies will perform other duties as are required by the Board or the membership.

## **DIRECTOR OF VOLUNTEERS**

The Director of Volunteers will be responsible for coordinating volunteers for various assignments such as collecting admission during games, set up and clean up crews for PYF&C special events, etc. The Director of Volunteers will also ensure the positions of scorekeeper, timer and chain crew are filled at each game. A current list of parents who signed up to volunteer during the season will be provided by the Secretary.

## **DIRECTOR OF COMMUNICATIONS**

The Director of Communications will ensure that all members of the PYF&C receive current, accurate information regarding practices, games, league updates and other information. The Director of Communications shall be responsible for all press releases promoting registration, fundraising and other PYF&C events. The Director of Communication will advertise for coaches and players and provide newspaper coverage of the PYF&C. The Director of Communications will assist the Secretary in disseminating registration information to past participants and local schools pre-season. The Director of Communications will maintain a current email and mail list of membership and will be responsible for all PYF&C correspondence. This position will work also function as Webmaster, and will work closely with the Director of Public Relations and Secretary to insure timely, accurate, consistent communications.