

# **Executive Board Responsibilities and Job Descriptions**

## **2.1 General guidelines**

2.1.1. Board members will be expected to attend at least 10 of 12 monthly meetings each year.

2.1.2. Board will make every effort to have a board representative at all home games, practices, or competitions.

2.1.3. Board Members will be encouraged to do everything possible by computer, e-mail, etc. Google Drive is the most popular vehicle for this purpose, as it can be shared and updated by just about anyone. It will also make it easy to transfer all work by one member to successors, other board members, etc.

## **2.2 President**

2.2.1. Oversees the affairs of all elements of the organization.

2.2.2. Point person for issue resolution and communication with player families.

2.2.3. Oversees the Executive Director who represents TCW with all outside organizations. This includes accountability for attendance at any league meetings, etc.

2.2.4. Maintains knowledge of the regulations under which TCW must operate within outside leagues or organizations.

2.2.5. Takes an active role in gaining support for TCW.

2.2.6. Presides over all TCW meetings and assumes full responsibility for the operation of the organization.

2.2.7. Sets or approves agenda for all TCW meetings.

2.2.8. Ex-officio member of all committees.

2.2.9. Establish sound working relationships and agreements with community groups and organizations. (Chamber of commerce etc.)

2.2.10. Long-term development coordinator (vision and direction of organization)

2.2.11. Along with treasurer, maintain official records for 501(C) and ensure compliance with federal, state, and local 501(C) regulations.

### **2.3 Vice President**

2.3.1 Presides over meetings in absence of the President.

2.3.2. Point of contact and coordinator of the efforts of committees assigned to the Vice President.

2.3.3. Carries out such duties and assignments as delegated by the President.

2.3.4. Coordinates all Parent meetings and Coach's meetings.

2.3.5. Oversees and coordinates advertising and publicity (school flyers, conventions, parades, open houses etc.) This also includes the administration of the website (or coordination thereof) for the family engagement / marketing portion (registration documents fall under Communication Director).

2.3.6. Appoints and oversees Merchandise Coordinator, if not done by self.

### **2.4. Executive Director**

2.4.1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.

2.4.2. Provide leadership in developing organization and financial plans with The Board of Directors and carry out plans and policies authorized by the board.

2.4.3. Maintain a working knowledge of developments and trends in the field of homeschool athletics.

2.4.4. Oversee mission opportunities and spiritual development inline with organizational goals.

2.4.5. Responsible for developing and maintaining sound financial practices.

2.4.6. Work with Treasurer to prepare budget and ensure organization operates within budget guidelines.

2.4.7. Ensure that adequate funds are available to permit the organization to carry out its work.

2.4.8. Leads fundraising and sponsorship efforts.

2.4.9. Point of contact and coordinator of the efforts of committees assigned to Executive Director.

## **2.5. Treasurer**

2.5.1. Record and Deposit all sources of funds for varsity and Jr. High Football & Cheer (revenue)

2.5.2. Record and Disburse all uses of funds for varsity & Jr. High Football and Cheer (expenses)

2.5.3. Establish a written procedure for the disbursement expense, preferably with a schedule.

2.5.4. Utilize accounting software and software for keeping digital copies of all information.

2.5.5. Reconcile accounts on a monthly basis

2.5.6. Prepare and present monthly reports of all Revenue and Expense to the Board for review.

2.5.7. Prepare and present an annual Budget of Revenue and Expenses to the Board.

2.5.8. Work with Certified Public Accountants in preparation of year-end financial statements, 9990 Tax Return.

2.5.9. Coordinate with the executive board to respond to any requests for assistance with financial hardship cases.

2.5.10. Point of contact and coordinator of the efforts of committees assigned to Treasurer.

## **2.6. Secretary**

2.6.1. Responsible for making sure mail is collected and dispersed appropriately.

2.6.2. Maintains register of members and directors

2.6.3. Reports roster counts and appropriate player information to the league or appropriate organizational body. (National Homeschool Football Association, etc.)

2.6.4. Record and distribute meeting minutes.

2.6.5. Responsible for sending out notice of meetings to appropriate parties.

2.6.6. Maintains the calendar of TCW activities

2.6.7. Coordinates social media communications

2.6.8. Responsible for coordinating and maintaining Board and Community calendars with all appropriate events.

2.6.9. Point of contact and coordinator of the efforts of committees assigned to the Communications Director.

2.6.10 Role includes being Corporate Secretary for 501.c.3 purposes

2.6.11 Responsible for Player/Cheerleader registration software, documentation, and process. May help to work with the VicePresident who has awareness of the prospective new families. Responsible for getting the proper documents placed on the website.

## **2.7. Athletic Director**

2.7.1. Represent TCW in all meetings of required leagues, conferences, etc.

2.7.2. Maintain a working knowledge of significant developments and trends in the field

2.7.3. Oversee Equipment Manager

2.7.4. Support Coaches in selection of All Star/All State Players

2.7.5. Responsible for checking birth records and eligibility of all players and documentation must be readily available at all practices and games.

2.7.6. Supervises the transfer of players onto their new age appropriate team.

2.7.7. Responsible for coordinating background checks of all coaches and keeps log of all approvals

- 2.7.8. Coordinates with the head coach to ensure that team rosters are maintained.
- 2.7.9. Responsible for overseeing all programs and development opportunities and training relating to coaches and players.
- 2.7.10. Coordinates and monitors all seminars, clinics and other development events.
- 2.7.11. Primary contact between board and coaches
- 2.7.12. Responsible for documenting and maintaining safety protocols.
- 2.7.13. Ensures safety in player training
- 2.7.14. Responsible to coordinate with coaches to record and track player injuries and releases to play.
- 2.7.15. Responsible for the scheduling and coordinating of all practices fields and or facilities.
- 2.7.16. Institute an appropriate plan and schedule for addressing all critical safety issues.
- 2.7.17. Attend all coaches meetings
- 2.7.18. Responsible for all aspects of First Aid (Policies, procedures, staffing, training, supplies, etc.)
- 2.7.19. Responsible for nominating Assistant AD to the board for approval
- 2.7.20 Point of contact and coordinator of the efforts of committees assigned to the Athletic Director.

## **2.8. Cheer Director**

- 2.8.1. Responsible for coordination with any affiliated conference, league, association, etc.
- 2.8.2. Responsible for ensuring the training, workouts, routines, and choreography for the program.

2.8.3. Maintain all necessary registration material for each participant including registration form and signed player/parent commitment forms. These documents must be present for all practices, games and competitions.

2.8.4. Responsible for ensuring the safety of all participants

2.8.5. Responsible for ensuring all necessary uniforms and equipment are procured, distributed, maintained and stored as needed.

2.8.6. Coordinates with board and sponsorship committee to ensure proper logos and branding guidelines are followed

2.8.7. Responsible for Cheer budget and fundraising

2.8.8. Responsible for nominating the head cheer coach to the board for approval

2.8.9. Set and maintain handbook, policies and procedures for cheer.

2.8.10 Point of contact and coordinator of the efforts of committees assigned to the Cheer Director.

## **2.9. Volunteer Director**

2.9.1. Responsible for all aspects of team photos.

2.9.2. Manage all aspects of Volunteer Program (all volunteer positions required for games, practices & team events)

2.9.3. Coordinates with the Treasurer to ensure that all event contracts are maintained and paid.

2.9.4. Responsible for coordinating, planning and directing Special Events; including, but not limited to Homecoming, Senior Night, Monday night meals, HS Year End Banquet, JH Year End Party, Pep Rally, Coach & Committee thank you gifts, etc.)

2.9.5. Work with water-duty coordinator to ensure proper water is always available at all events, games, practices as required.

2.9.6. Point of contact and coordinator of the efforts of committees assigned to Volunteer Director.