

# **ADDENDUM I**

## **EXECUTIVE AND ASSOCIATION BOARD MEMBER DUTIES AND TERMS**

Revised – 1/26/12      Revised- 1/23/14  
Revised – 2/25/13      Revised- 10/27/14  
Revised – 11/21/15  
Revised- 01/21/17

### **I.** **Article I./**

#### **a. Terms:**

- b. The **Executive Board** Election procedures of the executive board of directors will be as follows: The president and secretary position will be voted on on odd years. The vice president and treasure position will be voted on on even years, should a position become vacant for any reason it will be filled buy appointment of then executive board and position will be voted on during that years election.
- c. The **Association Board** The associate board director of fundraising and concession positions will be voted on on odd years. Positions in field and equipment and publicist will be voted on during even years. Director of football and Director of cheer will be appointment by the new executive board every year at the February meeting. Anyone interested in taking either position must have a letter of interest in to the new board of directors by the January meeting to be voted on during February meeting.

- II. Election Procedures** - At the October General or other specified meeting or event of the membership the Acting President shall accept nominations for each available position on the Association Board. At the November General Meeting all adult attendees (no proxy votes) will vote by written secret ballot for each Board position up for election from the list of nominees. No nominations will be accepted at the Election Meeting. Adult voters shall be limited to two votes per family (aka mother / father / legal guardian). In addition, any Executive Board member or coach, who does not have a child participating, may vote in the general election as a member of the AVYFA. Results to be determined (counted) by Acting President and additional Board member and a willing volunteer. **Limit 2 votes per member's family (Cheerleader or Football Player). A person shall only be permitted to run for one opening at a time.**

### **III. Executive Board Positions**

#### **1. President**

Oversee the organizational meetings on a regular basis. Shall work to maintain the organizational Charter and Bylaws. Will have a working knowledge of Roberts Rolls Of Order and will conduct meetings in accordance. Coorispondents from outside agancies and parents will be filtered through the president. Will report to the Executive Board overall progress of the Association and

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status of the League. The President will accompany the Director of Football to the AYFL or current league meetings. Will be a signature on the organizations checking account. Will be responsible for maintaining the PO BOX.

### **2. Vice President**

Oversee the organization meetings in the Presidents absence. Shall be the organization operations coordinator to maintain the needed direction for the Association's continued success. Shall work closely with the President on meeting agendas and execution of such. In absence of the Director of football or the president, the vice president will accompany either the Director of football or the president.

### **3. Treasurer**

Maintain financial records of all expenditures and credits for the organization and have these available for examination for Association Officers. Will report the financial status of the Association at the regular meetings. Will maintain the Association checking account. Will issue payments for business expenditures by check. Also, the Treasurer will receive all payments and associated paperwork for each child participating in the programs available through the Association. All registration forms will be directed to the Football/Cheer Directors when the Treasurer has recorded pertinent information for each participant. Will be a signature on the organizations checking account.

### **4. Secretary**

Record all meeting minutes for the Association to maintain accurate records of all business and operational decisions made by the Board. Shall execute all written Association correspondence. Will collect and track all documents required to be returned by player/parent from the player packet. Track all Final Volunteer hours inform Director of Cheer/Football who is volunteering for the week. Send meeting minutes to all board members for approval within 3 days, with publicist posting minutes no later than 5 days after a approval. Organize all registration days and appropriate paperwork. Will maintain Association documents and correspondence.

## **IV. Association Board Positions**

### **1. Director of Football/Cheerleading Operations**

Conduct the overall football and cheerleading program operations, to include football philosophy as to offenses, defenses and such matters relating to the football program. Should nominate individual team head coaches and assistants for the season. The Director of Football shall also be the representative of the AVYFA at the scheduled big league meetings; he should prepare and report the results of these meeting to the Board at the monthly meeting for the AVYFA. The Director of Football and Cheerleading Operations shall maintain proper records of all children participating in the football program. These records should include Birth Registration numbers and initial weigh in records. Will insure that all children are assigned to the proper team rosters in accordance with the Allegheny Football League rules. The Director of Football Operations will receive all registration forms, and associated paperwork for each child participating in the programs available through the Association **The Director of Cheer and Director of Football may appoint a person of their choice with Board approval as an Assistant to aid them in daily operations, those persons appointed shall have no voting power and may not attend any closed meetings.** Will report home game scores to the league. In charge of informing parents when it is there week to volunteer.

### **2. Equipment/Field Manager**

Oversee the distribution and recording of all equipment issued to participants of the football program. Will be in charge of storage and maintenance of equipment. Will manage the operations

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of Veteran's Memorial Field or any practiced or homegame facility. This includes setup, cleanup and staffing **of volunteers of the field**. Those volunteers will set up and take down the required mats, pads and markers. Also insure the Locker Room and concession facilities are swept up and cleaned up after the last game. The manager will make sure the games are staffed with volunteers for the chains and that the announcer's booth is set up, staffed and cleaned up each home game. Should have a list of volunteers to help with field preparations and game operations. President and Vice President shall provide assistance with this part of the operation. Responsible for unlocking and locking the field within proper time frame.

### **3. Director of Fund Raisers**

Will provide the Association a central point from which all Fund Raising activity can be supervised. Would work with volunteer committees to help the Association determine what type fund-raisers and the logistics to expedite their execution in a timely manner. All monies generated by the clubs fundraisers will be collected by this director; this includes patron ads, hoagie sales, candy sales, etc... Fundraisers job to relay money as collected to the treasure. Give monthly reports of fundraising reports at monthly meeting.

### **4. Publicist/Event Planner**

Shall work to provide the Association with public exposure by generating notices for the local paper of meetings and important scheduled events sponsored by the Association. Should work closely with the Fund Raising Committees to provide exposure for their efforts. Will package and distribute Player Packets to the Participants of the program. Will generate and distribute all parent notices. Will coordinate club events such as parent night, picture day, Dynamo night and banquet. Will manage all aspects of the AVYFA web site and social meeting. The Publicist will also organize a committee for designing the yearly Association Program. **Post meeting minutes to website no later than 8 days after a meeting.**

### **5. Concession Stand Manager**

Will manage the operations of the concession stand for practices, picture day and home games. This includes setup, cleanup, menu stocking including shopping and staffing. Maintain concessions budget. It is intended that the concession stand will be staffed by volunteer parents. Manager is able to have up to two board approved assistances with valid clearances these two positions will not sit on the board.