

**JOB DESCRIPTION  
AUXILIARY BOARD MEMBER**

**Objective:** Responsible for supporting special and short-term projects and events for the SVJFAC.

**Responsibilities:**

- Support registration events for all programs.
- Support Cheer Try-Outs.
- Support Equipment and Uniform Handouts and Collections.
- Support all fundraising programs, cheerfest, and community days.
- Organize, manage, and support recognition events.
- Trophies, Board Service Recognition.
- Attend monthly board and general Association meetings.
- Organize and manage Association social events.
- Support concession stand operations management.
- Help to recruit volunteers to support various committees and functions.
- Be creative and expand the role. Special projects come up every year.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Recruit businesses for Sponsorship (capital campaign, signs and donations)
- Organize game day event sponsors.
- Organize your own individual fundraiser.
- Help organize pep rally, smoker and appreciation night.
- Organize and submit budget
- Make sure signs are up/down on fences for the season.
- Update Capital Campaign yearly with finance, President and Vice President.
- Form fundraising committee if needed.
- Considers products and styles for apparel sales and establishes reasonable price points.
- Must monitor closely and report on all financial matters relating to apparel sales, including purchase, inventory, revenues and profits/losses by product line monthly, year to date and annually.

**Skills Required:**

- Communication, Interpersonal, Delegation, Organizational, Computer.