

JR. HERD BOARD POSITIONS

FOOTBALL & CHEER



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All EGJTH Board Members are expected to maintain a professional standard while carrying out their duties and representing the EGJTH. Board Members are expected to be at all home games for the duration of the day; typically, 7:30 am to 7:30 pm.

President:

1. Defend the Mission and these Bylaws, protect the corporate existence, assure the proper discipline of members, and tenaciously work to ensure participant safety.
2. Call and preside over all regular and special meetings of the Board, including attending League Meetings as the EGJH representative. If he/she is unable to be present, appoint a qualified substitute. Meetings shall occur no less than every month during the season and every two months in the off season time frame: ie: every month during the season or every two months in off-season).
3. Act as the spokesperson for EGJH in all matters.
4. Conduct the affairs of EGJH and execute the policies established by the Board, and especially, administer the Board approved annual budget in accordance with these Bylaws.
5. Assure the procurement of necessary insurances.
6. Be a co-signor on the bank accounts of the organization.
7. Communicate to the Board matters promoting the welfare of EGJH, including the establishment of committees, and the selection of special representatives.
8. Participate in the selection of football and cheer head coaches.
9. Investigate complaints, irregularities, and conditions detrimental to EGJH and report them to the Board.
10. Meet with the Executive Team to ensure all games, events, and equipment is needed for the season.
11. Ensure that all board members are taking responsibility for their assigned roles.

Vice-President:

1. Assist and advise the President on all matters relating to EGJH operations.
2. Oversee and assist the Equipment Coordinator in taking an inventory at each season's end of all football equipment and football uniforms, to be conducted by (timeframe).
3. Perform other duties as they pertain to the office of Vice-President, as well as other duties which are directed by the President.
4. Be responsible for selecting football head coaches, and then nominate final candidates to the President for approval.
5. Shall be available to assist in other duties, when an elected Board Member is not available or requires assistance to fulfill their duty.
6. Ensures that coaches are aware of and attend organizational meetings, clinics, and any other training and activities the Board deems necessary.
7. Responsible to monitor and address the actions and activities of the coaching staff associated with EGJTH.
8. With the assistance of the President, and Cheer Coordinator, address all parent, coach and Board issues or concerns.
9. Shall be available to assist in other duties when an elected Board Member is not available or requires assistance to fulfill their duty.
10. Perform other duties as pertain to the office of Cheer Coordinator and other duties that are directed by the President or Board.

Secretary:

Keep the minutes, all resolutions, and other documents of the Committee in a corporate record book, which shall be available at each Committee meeting.

E-mail un-approved minutes to Board members so that they shall have adequate time to review the minutes prior to the next Board meeting.

Be responsible for recording the activities of the Board and maintain appropriate files, mailing lists, and necessary records.

Assist the President with internal duties as directed.

Perform other duties as pertain to the office of Secretary and other duties, which are directed by the President, Board.

Shall be available to assist in other duties, when an elected Board Member is not available or requires assistance to fulfill their duty.

Treasurer:

1. Be the custodian of funds of the organization.

2. Track registration, fundraisers, and receive all monies that accrue to the EGJH from any source and deposit them in a depository approved by the Board.

3. Work closely with cheer coordinator to assure all monies are collected to pay out to vendors.

4. Keep records for the receipt and disbursement of all monies and securities of EGJH. Approve all payments from allotted funds and draw checks in compliance with the Bylaws and Board directives.

5. Prepare an annual budget in conjunction with the President, Vice-President, Equipment Coordinator, and Cheer Coordinator

6. Provide regular financial and registration updates to the executive board and periodic financial statements to the Board.

7. Be a co-signatory on the bank accounts of the organization.

8. See that all bills are authorized and paid promptly and ensure that no unauthorized obligations are incurred and provide a monthly reconciliation of the bank statement to the President.

9. Have EGJH books, accounts, and records in condition for audit at all times, and maintain records in such condition as to have them ready to turn over to a successor.

10. Ensure that there is no commingling of personal assets.

11. Be responsible for filing State and Federal tax filings and exemption certificates for EGJH.

12. Perform other duties as pertain to the office of Treasurer and other duties, which are directed by the President, Board.

13. Shall be available to assist in other duties, when an elected Board Member is not available or requires assistance to fulfill their duty.

Cheer Coordinator:

1. Assist and advise the President and Vice-President on all matters relating to cheer operations. Be responsible for selecting cheer head coaches, subject to vetting by the President, and nominate final candidates to the President for approval. Approve assistant coaches and instructors nominated by head coaches.

2. Working effectively with the coaches and other Board members, oversee the conduct of cheer recruiting, practices, camps, competitions, and games.

3. Ensure that all cheer teams follow the rules, policies, standards and By-laws of the league.

4. Advise cheer coaches and instructors of procedures for cheer competitions, clinics, and camps.

5. Responsible for selecting season equipment needs, uniforms, camps, choreography, etc and itemizing costs.

6. Responsible for developing budget with Registrar.

Fundraising Coordinator:

1. In charge of setting up, obtaining board approval, and running various fundraisers to benefit the EGJTH and participant families.
2. Report to the organizations Treasurer.
3. Complete required paperwork for record keeping of each fundraiser and what each athlete/family raises individually, as well as overall fundraising.
4. Research potential sponsors of the program.
5. Coordinate pick up and disbursing of fundraiser items.
6. Perform other duties as pertains to the office of Fundraising Coordinator and other duties as directed by the President or Board.

Equipment Coordinator:

1. Maintain an updated inventory list of all equipment owned by the EGJH.
2. Prepare an itemized list and corresponding anticipated budget of items needed for the season.
3. Contact vendors to order uniforms, recertify or purchase helmets and other equipment as needed with board approval.
4. Facilitate gear handout and gear turn in, including maintaining a list of all items checked out and turned in
5. Assist with daily practice needs of gear or field equipment needed by athletes/coaches.
6. Home game day field preparation and breakdown including field markers, water on home and visitor side, canopies football and cheer.
7. For away games, bring required extra game day equipment and tool boxes, canopies, and other items needed for football and cheer.
8. Upon conclusion of the season, set up gear turn in dates. Ensure all gear is collected from all participants. Multiple drop off days may be required as some teams may continue into post-season play and others may not.
9. Perform other duties as pertains to the office of Equipment Coordinator and other duties as directed by the President or Board.