

Board Expectations Agreement

I have read and understand the board commitment for the position I hold and agree to the commitment of the position in which I'm elected. I understand that if I fail to fulfil my board commitment for a full 12 months January to December I may be asked to reimburse the club for the discounted registration fees for that calendar year.

SIGNATURE

DATE

Expectation of all board positions:

In addition to the items listed under each position all board members recognize the additional requirements to fulfill a board position:

Fall Season – July – First week in November

- Depending on your position work on season prep before we are in season
- Attend all the home games and fill a volunteer spot for 4 hours (some positions have additional hours requirement – President/VP; AD, AAD, CD and ACD)
- Assist and be present for a significant number of practices, especially in the summer
- Assist with all fundraisers, equipment hand- out, equipment turn in
- Volunteer for all Bears hosted playoff and championship games

Spring Season - Volunteer to help run at least 50% (4) of the flag season games February – May (some positions have a greater hour's requirement for games)

Attend 80% of all board meetings – 4-6 per year; if executive position additional meetings 6-8 per year

Individual Board Positions

President - Executive Board

The President of the Executive Board shall be:

- a. Responsible for the day-to-day business management.
 - b. Discharge the duties generally pertaining to such office and shall execute all deeds, conveyances, contracts and documents on behalf of the Association and with the limitations imposed by the Bylaws of TBJFC.
 - c. Preside at all monthly elected Officers meetings and the annual general membership meeting of the TBJFC. The President may, at his/her sole discretion, call a meeting at any given time for the Executive Board Officers.
 - d. Non-voting position unless there is a tie
- Attends and assists all home and away games (80% attendance at each event)
 - Attends league meetings when Presidents are requested to attend (typically 1 per year)
 - Attends 80% of the practices and is available to parents, players, coaches
 - Presides over multiple seasons – fall football/cheer, post season cheer, winter 7v7, spring flag

Time Commitment at least 6-10 hours/month January – November for general business in addition to games, events, in season activities

Vice President - Executive Board

The Vice President shall perform the duties of the office of the President in the absence or disability of the President.

- a. Preside as coordinator of all standing or special committees.
 - b. Perform such other functions as the President may direct from time-to-time.
 - c. Act as a coordinator for football team managers and other volunteers. Work with the Assistant Cheer Director in coordinating with cheer team managers when appropriate. Contracts and coordinates the Association team and individual pictures with approval from the board.
 - d. Contracts and coordinates the Association year-end trophies with approval from the Athletic Director and Cheer Director.
 - e. Handle TBJFC and League Insurance.
- Is present at all of the events listed under President when the President cannot attend or needs assistance in sharing the duties

Time Commitment 3-4 hours per month January - November for general business in addition to games, events, in season activities

Secretary - Executive Board

- a. The secretary shall make records of all general membership, executive council and special meeting of the Association.
- b. Be custodian of the minutes of the meetings.
- c. Be responsible for the receipt of correspondence and TBJFC replies. Complies and be custodian of the Board member's addresses and phone numbers. Call roll when required. Distribute information, bulletins and materials at monthly meetings.
- d. Keep records of committees.

Assure that all data pertinent to the office are current by the last month of said term of office and will surrender all records of said office to the designated successor in charge of all participants' registration forms for TBJFC and league. Collect all background check forms from the Coaches and Board Members and follow to completion. Coordinate any league background check requirements

Time Commitment 3-4 hours per month January - November for general business in addition to games, events, in season activities

Treasurer - Executive Board

The Treasurer shall be directly responsible to the President for general supervision of the receipt, custody, and disbursement within established limitation, of all funds of the Association under and in accordance with such authority and direction as the President shall make from time-to-time, and shall be required to make reports to the President and membership at each meeting with reference to the duties of said office. He or she shall also:

- a. Establish and maintain a system of accurate accounting.
 - b. Obtain President's approval of payment of bills or statements.
 - c. Make disbursements by cash or check bearing the signature of one of the two designated signers. The Treasurer(s) can be one of the authorized signers with the approval of the board.
 - d. Report at each meeting the current status of receipts and disbursements both orally and written.
 - e. Present a summary accounting report at the January board meeting.
 - f. Present to the executive board a detailed accounting report at least three times a year but more frequently as requested and examination of all books, records, statements and any other instruments pertaining to the duties, and functions of said office necessary.
 - g. Develop the TBJFC budget working with the Athletic Director and the Cheer Director on those budget items specific to football and cheer; present a budget by March 31 to the Executive Board for approval.
 - h. Maintain a petty cash fund during the season.
 - i. Provide oversight and policies and procedures to fundraising, apparel and concessions. Maintain a system of controls that includes 2 Executive Officers closing out all games and fundraisers by counting and recording receipts.
 - j. Surrender to the designated successor all records, books, accounting, monies, and other Association property related to said office at such time the successor is elected.
 - k. The Treasurer should markdown what the deposits are that are made into the TBJFC accounts and any and all checks that are written must be explained, so that any executive board member can pick up the check register & know what has taken place.
- Must have strong accounting background/experience (all applicants will be confirmed for experience prior to being placed on a ballot)

Time commitment at least 5 hours per month for accounting duties January – November in addition to games, events, in season activities

Athletic Director – Executive Board

The Athletic Director shall be directly responsible to the President for the formulation, implementation and day-to-day administration of the football program of the Association. He or she shall also:

- a. Nominate only those persons for football coaching positions that are qualified, have demonstrated high moral standards, and who can instill a sense of good sportsmanship and fair play in the youth membership.

- b. Obtain Executive Board approval of all candidates for all head football coaching staff positions.
- c. Conduct on a continuous basis, training schools, classes and critiques for football coaches, assistant football coaches, and youth that have displayed an interest in future coaching.
- d. Maintain accurate records of the coaching staff at minimum consisting of full name, address, past experience.
- e. Attend all football athletic events and transactions/meetings conducted on behalf of the Association with any organizations (such as Nisqually Junior Football League, King County Parks and Recreation Department, etc.).
- f. Assure that planning, staffing, training, and coordination are initiated prior to the start of each athletic season.
- g. In charge of official league weigh-ins
- h. Will be responsible for having all league forms available at each game for all team.
- i. Responsible for coordinating field marshals and game day officials for all home games.
- j. Perform other responsibilities as may be directed from time-to-time by the President.
- k. Responsible to call in or email all game day scores to the League Athletic Director.
- l. Will coordinate with the Equipment Manager and Head Coaches to propose any football equipment purchases to the Executive Board for approval.
- m. Responsible for developing the football budget with the assistance of the Treasurer. The football budget shall be submitted and approved by the Executive Board.
- n. Oversee the safety coach and registrar in setting safety protocol, obtaining injury reports and follow through

Time commitment 5-6 hours per month January – November in addition in addition to games, events, in season activities.

Assistant Athletic Director – Executive Board

The Assistant Athletic Director shall perform the duties of the office of Athletic Director in the absence or disability of the Athletic Director and shall perform such other functions as the Athletic Director may direct from time-to-time, i.e. attend league meetings.

- a. Responsible for coordinating field marshals and game officials.
 - b. Organize and schedule with the Tahoma School District or other organizations all practices, games and events for Football.
 - c. Ensure that all facilities use forms are completed prior to any practices, games, and events for football
 - d. Work as a liaison between the TBJFC and Tahoma School District. He/she will receive complaints or issue complains to the school district administration.
- Is present at all of the events listed under AD when the AD cannot attend or needs assistance in sharing the duties;
 - AD or Assistant AD must be present at all games home and away

For information AD job description entails

Time commitment 3-4 hours per month for duties January – November in addition to games, events, in season activities

Cheer Director - Executive Board

The Cheer Director shall be responsible to the President for the formulating, implementation and the day-to-day administration of the cheer program, varsity program, and the cheer coaches program. He or she shall also:

- a. Work closely with the Assistant Cheer Director in the day-to-day administration of the cheer program, varsity program and cheer coaches program.
- b. In consultation with the Assistant Cheer Director and Cheer Administrator appoint Head cheer coaches with Executive Board approval. All coaches will be certified and complete a background check.
- c. In consultation with the Assistant Cheer Director and Cheer Administrator nominate only those persons for coaching positions that are qualified, have demonstrated high moral standards, and who can instill a sense of good sportsmanship and fair play in the youth membership.
- d. Attend all cheer athletic events and transactions/meetings conducted on behalf of the Association with any organization.
- e. Assure that planning, staffing, training and coordination are initiated prior to the start of each athletic season.
- f. The Cheer Director will work with the Cheer Administrator and the Assistant Cheer Director/Varsity Head Coach and/or head cheer coaches in making up of the cheers, stunts, and dance routines for the current football season and cheer championships.
- g. Cheer Director, along with the Cheer Administrator, Assistant Cheer Director, and Varsity Head Coach will be responsible for organizing and coordination JV/Varsity Cheer Tryouts.
- h. Will coordinate with Cheer Administration and Assistant Cheer Director/Varsity Head Coach to propose any cheer purchase to the Executive Board for approval.
- i. Work with Assistant Cheer Director and Cheer Administrator in managing inventory for all cheer equipment. Help coordinate issuing and the return of all equipment for cheer.
- j. Responsible for developing the cheer budget with the assistance of the treasurer. The cheer budget shall be submitted and approved by the Executive Board.

Time commitment 5-6 hours per month for duties January – November in addition to games, events, in season activities. Attends all games and/or alternates attendance with Assistant AD.

Assistant Cheer Director – Executive Board

The Assistant Cheer Director shall perform the duties of the Cheer Director in the absence or disability of the Cheer Director and shall perform such other functions as the Cheer Director may direct from time-to-time.

- a. Assist Cheer Director/Cheer Coaches in making the cheers, stunts, and dance routine for the current football season and cheer competitions.
- b. Assist Varsity Coaches in Extended Season activities/competitions/practices planning and execution. Work with Cheer Administrator to book needed spaces through extended season practices
- c. Assist Cheer Director with coordination and implementation of Cheer competitions with the league cheer director and other directors of the league.
- d. Coordinate any and all cheer camps and cheer events for TBJFC along with Cheer Director and Cheer Administrator
- e. Will write the daily practice agendas and disperse to all coaches before the start of practice along with Varsity Coach
- f. Coordinate the Varsity Coaches/ Cheerleaders in the teaching of cheers
- g. Keep an accurate list of current cheers for the season and disperse to all cheer staff
- h. Assist Cheer Director and Cheer Administrator in assuring that planning, staffing, training and coordination are initiated prior to the start of each athletic season. Also assist in monitoring consistent application/execution of Code of Conduct among Coaches and Cheerleaders.
- i. Will be responsible for coordinating all cheer parent volunteer activities including: meetings, game days, special events, parent volunteer hours and team parent coordination.

Time commitment 3-4 hours per month for duties January – November in addition to games, events, in season activities

Mediator - Executive Board

Duties to include:

- a. The Mediator shall be responsible for receiving all member complaints regarding coaching concerns and all other concerns of TBJFC members, validating these complaints, and promptly negotiating successful resolutions whenever possible.
- b. The Mediator shall be responsible for promptly advising the Athletic and Cheer Director regarding all coaching complaints. A record of each complaint against a member will be kept on file by the Mediator for the purpose of accurate accounting regarding the retention and/or dismissal of members.
- c. All complaints and resolutions negotiated by the Mediator will be reported to the Executive Board at the next regularly scheduled Executive Board Meeting.
- d. Any complaint received directly in person by the Mediator will not go unaddressed for more the seven (7) days from it's reporting. Any unresolved complaint must be directly referred to the appropriate Board Member(s).
- e. Any complaint against the Mediator shall be directed to the President of the TBJFC.
- f. At any time, the Mediator may decide to take a complaint directly to the TBJFC Board at any regular or special held meeting at the Mediators discretion. The Board will then vote on a resolution in accordance with existing Bylaws.

Time commitment 2-3 hours per month for duties January – November in addition to games, events, in season activities

Cheer Administrator -

The Cheer Administrator shall be responsible to the Cheer Director and President for the day-to-day administration of the cheer program, in coordination with the Cheer Director and Assistant Cheer Director, He or She shall also:

- a. Maintain accurate records of the cheer coaching staff at a minimum consisting of full name, address and past experience.
- b. At the direction of the Registrar and Treasurer with collection, maintaining and delivering NJFL league cheerleader documentation.
- c. Work together with the Cheer Director and Asst. Cheer Director in placing cheerleaders on appropriate teams; keep accurate records of participating cheerleaders at each cheer practice, games and events.
- d. Assist the Cheer Director and Assistant Cheer Director in coordination of cheer camps and cheer events for TBJFC.
- e. Assist Cheer Director and Assistant Cheer Director in managing inventory for all cheer equipment. Help coordinate issuing and the return of all equipment for cheer.
- f. Responsible to coordinate all facility use activity for cheer . Duties will include all proper paperwork, facility use forms and reporting to the Cheer Director for submission of board approval.
- g. Assist Cheer Director in assuring that planning, staffing, training, and coordination are initiated prior to the start of each athletic season. Also assist in monitoring consistent application/execution of Code of Conduct among Coaches and Cheerleaders.

Time commitment 3-4 hours per month for duties January – November in addition to games, events, in season activities

Equipment Manager

The Equipment Manager is responsible to the President for overall coordination of all athletic equipment requirements of the Association and will:

- a. Establish and maintain accurate and thorough records.
- b. Provide accountability of inventory for football equipment.

- c. Be responsible for the issuing and return of all equipment for football. The Equipment Manager may delegate this task.
- d. Working with the Athletic Director, will be in charge of purchasing any and all football equipment with approval of the Executive Board.
- e. Will conduct random equipment checks for repair, re-certification, and replacement, needed and report back to the Executive Board.
- f. Submit in January annual inventory report of equipment on-hand at the beginning of the year and the end of the year.
- g. Request authorization of the President, Vice President or Treasurer prior to expenditures in excess of fifty dollars and to the Executive Board expenditures in excess of \$250.
- h. Responsible for directing home game setup and tear down.

Time commitment 1 hours per month for duties January – May; 6-10 hours a month June - November in addition to games, events, in season activities

Assistant Equipment Manager

Duties include:

- a. Assist with duties as identified under the Equipment Manager description under the direction of the Equipment Manager

Time commitment 1 hours per month for duties January – May; 6-10 hours a month June - November in addition to games, events, in season activities.

Fundraising/Publicity Director

- a. Develop and present fundraising opportunities for Executive Board approval, keeping in mind both football and cheer coordination.
- b. Obtain Executive Board approval for all expenditures.
- c. Work with the Treasurer to ensure proper accounting procedures are in place and to present the fundraising performance.
- d. Coordinate all fund raisers and fundraiser volunteers.
- e. Publicize through local and other appropriate metropolitan media the activities and functions of the TBJFC.
- f. Produce season programs. Programs will include pictures, advertising, sponsors, team pictures, team rosters, etc.
- g. In charge of weekly newsletters, social media, getting information and distribution of newsletters and information.
- h. Work with the Fundraising/Publicity Director to solicit and coordinate sponsors.
- i. Manage Team Photographers and the distribution of digital media.
- j. Solicit and coordinate sponsors with the assistance of the Assistant Fundraising/Publicity Director;

Time commitment 4-6 hours per month for duties January – November in addition to other time requirements.

Assistant Fundraising/Publicity Director

The Assistant Fundraising/Publicity Director shall perform the duties of the office of Fundraising/Publicity Director in the absence or disability of the Fundraising/Publicity Director and shall perform such other functions as the Fundraising/Publicity Director may direct from time-to-time.

Time commitment 2-4 hours per month for duties January – November in addition to other time requirements.

Apparel Director

- a. Present proposal for apparel sales to the Executive Board by April 1 of each season; keeping in mind both football and cheer, to include online and in person sales throughout the season/year. Present at least two vendor quotes for apparel sales to the Executive Board
- b. Coordinate apparel sales and volunteers.
- c. Work with the Treasurer to develop pricing and inventory levels.

Time commitment 2-3 hours per month for accounting duties January – November in addition to other time requirements.

Registrar

The Registrar is responsible for compiling, modifying, and maintaining all player information from the initial sign up phase to placement on a team. The Registrar tracks the completeness and accuracy of registration fees received vs. outstanding in coordination with the Treasurer. The Registrar ensures compliance with the League and TBJFC Bylaws, in particular, all rules regarding the division of teams and proper numerical balance at every level.

Duties to include:

- a. Prepare Rosters for each team and ensure all required forms are complete and accurate as required by the league.
- b. Maintain an accurate record and database of all teams to include Head and Assistant Coaches, Players and Team Managers. Return all records at the end of the season to storage.
- c. Provide player information as required.
- d. Work with the Athletic Director to coordinate team weigh-ins, league requirements and maintenance of safety records

Time commitment 1-2 – additional hours 3-4 per month during registration times

Concessions Director

Duties to include:

- a. Coordinating concessions and the snack shack for practices, events and all homes games.
- b. Work with the Treasurer to set prices, inventory, and ordering concessions items
- c. Post concessions items, and handouts.
- d. With the assistance of team managers coordinating and training volunteers for concessions.

Time commitment 1 hours per month for duties January – June; July – November – 8-10 hours per month in addition to other time requirements

Assistant Concessions Director

The Assistant Concessions Director shall perform the duties of the Concessions Director in the absence or disability of the Concessions Director and shall perform such other functions as the Concessions Director may direct from time-to-time, i.e. perform inventories and random checks.

Time commitment 1 hours per month for duties January – June; July – November – 6-8 hours per month in addition to other time requirements.