

OPEN - Cheer Commissioner

The Cheer Coordinator shall be the official representative of the Boca Braves Cheer program. Their responsibilities include, but not limited to:

- ▶ shall have a minimum of two years coaching experience and have a full understanding and knowledge of Orange Bowl/NYFL Cheer procedures and rules.
- ▶ recruit qualified cheer coaches and ensure that all appropriate training is attended, and coaches hold appropriate badges.
- ▶ maintain a line of communication between the Executive Council and all of the Association Head Cheerleading Coaches.
- ▶ be responsible for providing all association updates and rule changes to the Executive Council, as necessary.
- ▶ coordinate cheer uniform budgeting, purchases, and storage with the Equipment Director.
- ▶ support the association's budgeting process for any additional budget related to the cheer program.
- ▶ oversee all aspects of practice including the performance of the coaches and adherence to all safety regulations.
- ▶ The Cheer Coordinator's input and voting should reflect the majority wishes of the Cheerleading coaching staff.
- ▶ shall be responsible for all cheer coaches, assistant coaches, student demonstrators/jr. coaches, cheerleaders, and for providing input on appointing an Executive Council approved Assistant Cheer Coordinator.
- ▶ Shall be responsible for coordinating and appointing team moms.
- ▶ Shall be responsible for coordinating fundraising for cheer program/teams.
- ▶ shall make final decisions regarding the number and size of cheerleading teams.
- ▶ shall make final decisions regarding the placement of cheerleaders on teams.
- ▶ shall make final decisions regarding level of competition declaration for all teams.
- ▶

OPEN - Secretary

The secretary maintains all meeting minutes and voting results for future reference.

- ▶ records all meeting minutes (venue, start time, attendees, guests, adjourn time)
- ▶ records final decisions and/or voting results
- ▶ completes age verification of all registrations via birth certificates using online database

OPEN - Treasurer

The Treasure records and maintains all financial transactions.

- ▶ manages accounts payable
- ▶ manages accounts receivable
- ▶ records all financial transactions
- ▶ provides report at committee meetings of account balance, payables, receivables, budget standings
- ▶ confirms committee approval of report
- ▶ suggests budget targets for next season

OPEN - Concessions Coordinator

The purpose of the Concessions Coordinator is to manage the concessions operations for all players, parents and families of the home and visiting teams on home game days. The specific responsibilities include:

- ▶ establish menu items to be sold in concessions on game day
- ▶ coordinate with treasurer on purchase of food items
- ▶ suggest food vendor if applicable with approval from committee
- ▶ establish prices based on history and/or committee approval
- ▶ decide on number of volunteers needed and inform Volunteer Coordinator of needs
- ▶ manage volunteer resources on game day to assure successful concessions operations
- ▶ forward all cash intake to treasurer

OPEN - Fundraising Coordinator

The Fundraiser is responsible for raising funds for the Boca Braves, through individual or corporate donations or other means, with an overarching goal of reducing program and participant expenses. Primary responsibilities include (but not limited to):

- ▶ Coordinates all fundraising activities, including individual and corporate donations, sponsorships for BOCA BRAVES participants, and corporate volunteer matching programs.
- ▶ Develops and establishes, with board approval, an annual fundraising plan.
- ▶ Participates in annual budget planning, focusing specifically on costs related to fundraising.
- ▶ Administers events designed to raise money for the program.
- ▶ Coordinates with sponsors to obtain logos for BOCA BRAVES website.
- ▶ Reaches out to local businesses to solicit financial support for BOCA BRAVES.

OPEN - Communications Specialist

The Communications Specialist is the voice of the program for all communications to parents.

- ▶ sends emails, Facebook family page (closed group) & Facebook organization page alerts to parents as necessary.
- ▶ posts events on social media as posted on web calendar.
- ▶ notifies parents of any schedule changes or cancellations via any or all communication channels.

OPEN - Scholastics Coordinator

The Scholastics Coordinator is responsible for obtaining information from team members and submitting that information to Pop Warner All-American Little Scholars program.

These include:

- ▶ report cards from each team member
- ▶ review and calculate All American eligibility and complete the necessary applications
- ▶ distribution and collection, from each eligible team member, Pop Warner All-American Little Scholars application form
- ▶ Reaches out to the community to solicit donations and sponsorships.
- ▶ Evaluates the effectiveness of the fundraising efforts and identifies methods of enhancing fundraising activities for next year.
- ▶ Coordinates with preferred vendor Spirit wear providers.

OPEN - Volunteer Coordinator

The purpose of the Volunteer Coordinator is to engage the parents, families and the community with the youth football/cheer program in order to fulfill several roles that are the keys to success in hosting home games and the overall efficiency and success of the program. The Volunteer Coordinator will be responsible for recruiting volunteers for (but not limited to) the following:

- ▶ concessions volunteers
- ▶ announcers
- ▶ field setup crew
- ▶ clean-up crew
- ▶ fundraising and special events

OPEN - Equipment Manager

The purpose of the Equipment Manager is to manage all stock, distribution, proper fit and collection of all issued equipment for the youth football program as well as any team gear required by the coaching staff. The specific responsibilities include:

- ▶ Manage/record inventory of all equipment sizes
 - helmets
 - shoulder pads
 - coaches' bags
 - footballs, ball pumps, helmet pumps, helmet beanies, first-aid kits, clip boards

OPEN - Team Mom Coordinator

Team Mom Coordinator is the liaison between the program and all team moms. Their responsibilities are:

- ▶ represent team moms at all board meetings
- ▶ disseminate to team moms all program communication including, but not limited to
 - registration completion & paperwork
 - scholastics
 - important dates
 - volunteer information
 - certifications needed
- ▶ helping to collection & file all player paperwork

OPEN - Vice President Elect (Current: Stephanie Todich)

This position will serve and learn under the current Vice President for one-season.

In absence of the President, or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions of the President. The Vice President will coordinate and distribute the game schedules for the season in an effective and efficient manner to the board of directors, coaches and team moms for proper player and parent notification. The Vice President shall perform such other duties as may be assigned by the Board of Directors. The Vice President reports to the League and Association Presidents.

