

**President:** Shall conduct the affairs of The Bulldogs and execute the policies of the Board of Directors. Communicate to the Board of Directors regarding such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of The Bulldogs. Investigate complaints, irregularities, and conditions detrimental to The Bulldogs and report thereon to the Board of Directors. Presiding at all meetings of the Board of Directors. Issue the call for Regular Meetings and Special Meetings of the Board of Directors and The Bulldogs. Nominate the Committees as outlined in Articles VIII and IX and cooperate with chairpersons thereof to affect regular functioning and reporting of such Committees. See that regular elections of the Officers are duly called, noticed and held, as prescribed in Article VI. Count all Yeas and Nays, either cast by present Members in good standing, or absentee ballots of Members in good standing, and report same to the Secretary. All Directors shall report directly to the President, who shall determine which issues shall be heard by the Board of Directors pursuant to the Articles and Amendments in our Bylaws.

**Vice President:** In case of the absence or disability of the President, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers, duties and responsibilities of that office, and shall have other duties as from time to time may be assigned by the Board of Directors. Serve as Weighmaster, and as such be responsible for book check and weight check prior to each game. Oversee the duties of the Fundraising Coordinator and Concessions Director.

**Football Commissioner:** Shall maintain the duties and responsibilities of Director of Football Operations for The Bulldogs. With the assistance of the Board of Directors, examine the application and support the proof-of-age and any other required documents of every participant candidate and certify residence and age eligibility before the participant may be accepted. Under direction of the President, oversee the functioning of such Committees as the President may designate. Submit to the Board of Directors all Football Head Coaches for each season. Perform all duties of Field Commissioner at all games and practices. Submit a detailed budget for all football operations to the President, prior to May 1st for addition into the yearly budget by President submitted to the Board of Directors. Investigate all issues that arise concerning coaches, football participants and parents, and act on said issues pursuant to the Articles contained herein and provided in Amendments hereto. Represent each level of play for all football teams in their respective positions. Maintain a file of football team rosters with an update of adds and drops for the Association and submit to the Board. Receive weekly report of game scores and forward to the Parent League. Receive and retain in the files weekly Mandatory Play Sheets as dictated by "Pop Warner" from the coaches. Report to the Board of Directors on any coach in violation of the Mandatory Play Rule. Investigate weekly any lopsided scores of games per "Pop-Warner" guidelines. Report any such findings to the Board of Directors with recommendation of any sanctions if any are required. Receive from coaches any violation of "Pop Warner" playing rules, investigate and file complaints from coaches to the appropriate Parent League Manager. If unable to resolve the problem, send in writing to the Parent League a written recommendation for investigation. Oversee the duties of the Football Director

**Cheer Coordinator:** Shall conduct and attend (or designate substitute for attendance) all meetings and clinics relating to cheerleading matters. With the assistance of the Board of Directors, examine the application and support the proof-of- age and any other required documents of every participant candidate and certify residence and age eligibility before the participant may be accepted. Submit a detailed budget for all cheerleading operations. Investigate all issues that arise concerning coaches, cheerleading participants and parents, and act on said issues pursuant to the Articles contained herein and provided in Amendments hereto. Be a liaison from the coaches to the Board of Directors. Represent each level of play for

all cheerleading squads in their respective positions. Be responsible for fielding coaches for cheer teams. Be responsible for making sure all coaches have appropriate training and background checks. Be responsible for registration for all competitions and appropriate declarations of each team level. Be present on home game days to stamp cheer books.

**Secretary:** Shall be responsible for recording the activities of The Bulldogs and maintaining appropriate files, mailing lists and necessary records. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors. Maintain a list of all Regular, Participant Members, Directors and Committee members and give notice of all meetings of The Bulldogs Board of Directors and Committees. Keep the minutes of the meetings of the Members, the Board of Directors and Executive Committee, and cause them to be recorded in a book kept for that purpose. Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed. Perform all background checks on volunteers as set forth by Pop Warner Rule. Coordinate disbursement of all trophies, plaques, and awards for Participants and Coaches that complete the football/cheer season. Coordinate team and individual photos, track all associated payments and disburse packages to members.

**Treasurer:** Shall perform such duties as are herein specifically set forth and such duties as are customarily incident to the office of Treasurer or may be assigned by the Board of Directors. Receive all monies and securities and deposit it in the bank on or before Tuesday following the date of collection. Keep records for the receipt and disbursement of all monies and securities, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. Prepare and submit financial reports to the Board of Directors. Prepare and submit Scholarship applications to the Board.

**Football Director:** Shall report to and coordinate with the Football Commissioner all matters outlined in our Bylaws. Conduct and attend (or designate substitute for attendance) all meetings and clinics relating to football matters, including but not limited to, the training and development of football coaches. Be the liaison for the coaches to the Board of Directors. Assist the Football Commissioner in the investigation of all issues that arise concerning coaches, football participants and parents, and act on said issues pursuant to the Bylaws and Code of Conduct.

**Member at Large - Compliance Coordinator:** Shall be responsible for reviewing all athlete documentation prior to the start of each season. Ensure completion and accuracy of all team books. Be the liaison for team moms and assist in development. Maintain documentation of all coaching certifications.

**Member at Large- Scholastics:** Shall gather all required academic documentations from parents of players and cheerleaders to complete registration requirements. Shall process Little Scholar documentations and submit to the conference.

**Member at Large – Equipment Manager:** Shall be responsible for the inventory all equipment with a signed receipt from recipient. Manage and organize equipment fitting dates and assist with ordering of equipment, uniforms, etc. Maintain equipment storage unit.

**Member at Large- Assistant Cheer Coordinator:** Shall report to and coordinate with the Cheer Coordinator on all matters outlined in our Bylaws. Conduct and attend (or designate substitute for attendance) all meetings and clinics relating to cheer matters, including but not limited to, the training and development of coaches. Be the liaison for the coaches to the Board of Directors. Assist the Cheer Coordinator in the investigation of all issues that arise concerning coaches, cheer participants and parents, and act on said issues pursuant to the Bylaws and Code of Conduct.

**Member at Large- Game Day Coordinator:** Ensure all areas are well prepared and all functions are smooth and ready for game day. Organize all aspects of game day necessities such as the set-up and take-down of sidelines & halftime tents, field clean-up, regulation parking and any other areas not listed.

**Member at Large- Fundraising Coordinator:** Reports to and coordinates with the Vice-President on all matters related to fundraising. Arrange and organize fundraising activities, and events. Oversee and track sponsorship program.

**Member at Large- Social Media Coordinator:** Shall be responsible for promoting the association by posting regularly on Social Media sites pertaining to the association with updates on events, registration, games and other news. Drive engagement across social media and enforce behavior guidelines for followers and monitor the page for inappropriate conduct.

**Member at Large - Assistant Compliance Coordinator:** Shall be responsible assisting the compliance coordinator with reviewing all athlete documentation prior to the start of each season. Help ensure completion and accuracy of all team books. Be the liaison for team moms and assist in development. Assist with maintaining documentation of all coaching certifications.