

**Seneca Valley Junior Football Association
of Cranberry Township
P.O. Box 1638
Cranberry Township, PA 16066**



**JOB DESCRIPTION
PRESIDENT**

Objective: Responsible for the leadership and coordinator of activities and operations of the SVJFAC.

Responsibilities:

- Leads meetings of the Board of Directors and General Association.
- Member of all standing and ad hoc committees.
- Is the official representative between the Association and other organizations with which the Association has affiliations and transacts business, such as; Cranberry Township, Cranberry Township Parks & Recreation, Seneca Valley School District; CTAA, SV Varsity Football; SV Soccer Association, SV Cheerleading Boosters and SVLAX.
- Attends all Board and General Association Meetings
- Final authority of the discipline process with and between all parties participating in the SVJFAC programs.
- Serves as official representative of the Association at meetings and as signature authority.
- Votes only in the case of a tie on appointments of coaches, appointed chairs, and matters that come before the Board and General meetings.
- Promotes the institution, documentation, monitoring, and emphasis of best practices throughout the Association.
- Attends league meetings.

Skills Required:

Historical Perspective on Association Operation, Communication, Interpersonal, Diplomacy, Delegation, Organizational, Time Management, Computer