

Pelham Razorbacks Board of Directors – Job Descriptions

All directors must be a member of the Pelham Razorbacks and be considered “in good standing”

Membership: The Pelham Razorbacks league shall be limited to adults who have direct unselfish interest in the organization to include coaches, parents and/or legal guardians, and adult volunteers and who will not undermine the decisions made as an organization. To play or cheer in the Pelham Razorbacks you must meet all requirements in these by-laws and the state constitution and the national constitution.

Members may be approved for membership at any regular or special meeting of the board, at which quorum is present, by a majority vote thereof. Membership shall be for a period of one year. Membership affords that person all the privileges rights, and responsibility associated with it.

Membership in this organization shall not vest in or give to any individual or member whatsoever, any asset or other property of this organization, whether real or personal and such property shall vest solely and entirely in this organization. No assets of the organization shall insure to the benefit of any member of its board or general membership.

PRESIDENT

1. Preside at all meetings.
2. Oversee all organization activities.
3. Act as the official representative for Pelham at all league and official functions or to appoint a representative to do so.
4. Fill by temporary appointment any elected office that becomes vacant for any reason.
5. Arbitrate all conflicts that may arise between members of the organization.
6. Designate all meetings, their time and place.
7. Call a special meeting and notify all members at least twenty- four hours in advance.
8. Shall be responsible for imposing and enforcing any league disciplinary action voted on by the board.

VICE PRESIDENT

1. Perform in the absence of the President the duties of the President.
2. Participate as ex-official member of all appointed committees.
3. Ascertain that the organizational business remain within the duly ratified articles of the constitution.
4. Update the constitution by annotating additions, deletions, and changes duly ratified by the membership.

TREASURER

1. Shall keep and maintain correct amounts of the properties and business transactions of the organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and income of any sort and kind derived by the organization from any of its activities.
2. Shall promptly deposit all monies and other valuables in the name and to the credit of the organization with such depositories as shall be designed by the board, and shall render to the President, whenever it is requested by the board, an account of all transactions as treasurer, and of the organization.
3. All money transactions no matter how big or small will not be paid without a receipt.
4. Shall be responsible for securing fundraising monies for the organization.
5. Two (2) signatures are required on all checks before they are sent out no matter what the amount. The signatures will be the Treasurer and any one of two other board members approved by the board each year.
6. All payments no matter how big or small will be paid by check only. No cash will be given out.
7. All moneys owed to the Pelham Razorbacks will be paid by cash or check.
8. No funds will be granted without board approval with the exception of \$50.00 for general business as deemed necessary by a board member.

SECRETARY

1. Shall keep a book of minutes of all meetings of the organization with the time and place of holdings, whether regular or special, the names of those present and the proceedings thereof and to include all motions and votes.
2. Shall have the by-laws of this organization and shall have said by-laws at all meetings where organization and business is being held.
3. Shall give notice of all meetings of the board and other meetings provided for under these by-laws.
4. Accomplish those administrative assignments assigned by the board/president.
5. Maintain all official records of the Pelham Razorback Football League organizational team (i.e. rosters, Birth Certificates, etc.).
6. Prepare general discussion agenda, in coordination with the president for upcoming meetings and distribute to the board at meetings.

7. Shall be responsible for the management of the organization's web presence and social media including but not limited the website, Facebook, twitter, etc.
8. Shall manage the creation and distribution of all print and electronic mass communication.

FOOTBALL DIRECTOR

1. Responsible for all football activities that the league may engage in.
2. Administer all rules and regulations of the Pelham Razorbacks, AYF and NHYFSC.
3. Recommend football head coach positions, to be approved by the board.
4. Serve as liaison between team coaches and board.
5. Shall review the required roster and birth certificate checks and shall be final arbitrator of any disputes concerning these rosters and/or birth certificate checks.
6. Responsible for inspecting all facilities, services, materials, athletic equipment, and those items directed by the board. Purchase of equipment will be recommended to and approved by the board as necessary.
7. Shall visit each team at least once a week.
8. Shall provide other duties as may be described in the by-laws and/or the board not inconsistent with these by-laws.
9. Shall be responsible for supervising all coaching staffs

CHEERLEADING DIRECTOR

1. Responsible for all cheerleading activities that the league may engage in.
2. Administer all rules and regulations of the Pelham Razorbacks, AYF and NHYFSC.
3. Recommend cheerleading coach positions, to be approved by the board.
4. Serve as liaison between cheerleading teams and the board.
5. Shall review the required roster and birth certificate checks and shall be final arbitrator of any disputes concerning these rosters and/or birth certificate checks.
6. Responsible for inspecting all facilities, services, materials, athletic equipment, and those items directed by the board. Purchase of equipment will be recommended to and approved by the board as necessary.
7. Shall visit each squad at least once a week.
8. Shall provide other duties as may be described in the by-laws and/or the board not inconsistent with these by-laws.
9. Shall be responsible for supervising all coaching staffs

FUNDRAISING DIRECTOR

1. Responsible to form and coordinate all fundraising activities on an annual basis.
2. Develop a fund-raising plan and submit to the Board for approval.
3. Provide a monthly status report of fund raising progress to the Board.
4. Will do any promotional communications needed after review of the Board.
5. Shall monitor all fund raising activities

CONCESSION DIRECTOR

1. Responsible for organizing and running all aspects of concessions through the year.

FIELD MAINTENANCE

1. Responsible for field preparation and dismantle for all home games.
2. Responsible for maintaining all practice areas and game day areas.

PROGRAM ADMINISTRATOR

1. Shall maintain all records pertaining to the Association Participants.
2. Maintain the Association's database.
3. Maintain Scholastic Fitness for all Association participants.
4. Maintain all mailings.
5. Shall serve as the Team Parent Coordinator. Duties shall include, but not be limited to, identifying all Team Parents and acting as the non-exclusive communication liaison between the Board and the Team Parents, Educating Team Parents about the responsibilities and expectations for the season, assisting with coordinating game day volunteers, including snack shack and Game Field personnel, and any other assistance that Team Parents or various Board Members may request.