

President (Current: Todd Deering)

The President shall be the principle executive officer of Boca Braves Pop Warner Football. The President shall in general, supervise all business affairs of Pop Warner Football Association. The Association President reports to the League President. The President's duties include (but not limited to)

- ▶ Preside at all meetings of the Board of Directors and General Membership.
- ▶ Shall be exempt from voting except on the election of officers, candidates for membership, or in the case of an equally divided vote.
- ▶ Appoint all committee chairs and be an ex-officio member of all committees except the Nominating Committee.
- ▶ Appoint, with the approval by a majority of the Board of Directors, special members to the Board as may be deemed necessary.
- ▶ Call special meetings of the General Membership, Executive Board, or Board of Directors with 24 hours prior notice as may be necessary
- ▶ Direct and/or delegate powers and duties to Board Members as needed to ensure the goals and needs of the Boca Braves are met.
- ▶ Assist the Head Commissioner and Cheer Commissioner in appointing Team Commissioners.
- ▶ Attends Monthly Conference meetings.
- ▶ Ensure the continuation of the Boca Braves legal status as an organization.

Vice President (Current: Ben Schachter)

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.

Secretary (Current: Ben Stille)

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

Treasurer (Current: Eric Gliniecki)

The Treasures 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

Football Commissioner (Current: Mark Sainmervil)

- ▶ Coordinate all activities of football play at home games; must be in attendance at all games to coordinate procedures with the opposing teams to ensure a smoothly-run game day.
- ▶ Schedule and communicate any/all pre-season scrimmages.
- ▶ Serve as a liaison between the organization and any conference of which the organization is a member.
- ▶ Serve as team representative and handle all communications with head coaches.
- ▶ Ensure participants are properly rostered according to PW regulations.
- ▶ With President and Cheer Commissioner, appoint team commissioners. Facilitate and participate in the football coach selection process, ensuring all coaches are certified in accordance with Pop Warner regulations.
- ▶ With Cheer Commissioner, team commissioners and head coaches, develop and enforce a consistent discipline policy for both football and cheerleading teams.
- ▶ Actively participate in recruiting.

Fundraising Coordinator (Current: Stephanie Todich)

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.
- ▶ 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.

Concessions Coordinator (OPEN)

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

Registrar (OPEN)

The Registrar is responsible for managing registration for all players and participants.

Primary responsibilities:

- ▶ Coordinates and conducts the annual signup process for all cheerleaders, football players, and staff.
- ▶ Coordinates with the Treasurer to verify that all participants have paid for activities they've registered for.
- ▶ Maintains a complete and accurate database of participant records, including player demographic information, birth certificates, age/weight, elementary school designation, waivers and release forms, player transfer forms, coach forms, background checks, and so on.
- ▶ Coordinates requisite registration information with Pop Warner.
- ▶ Conducts the registration process for football and cheer.
- ▶ Collects and retains equipment deposit checks. Assists with return of deposit checks when equipment is returned.
- ▶ Coordinates with the Treasurer to establish, with board approval, registration payment plans, hardship discounts, and refund policies.
- ▶ Coordinates with the Equipment Manager to track equipment returns (and return of equipment deposit check).

Volunteer Coordinator (OPEN)

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

Equipment Manager (OPEN)

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

Uniform Manager (OPEN)

The purpose of the Uniform Manager is to manage all stock, distribution, proper fit and collection of all issued uniforms for the youth football/cheer program.

- ▶ Manage/record inventory of all game jerseys and pants
- ▶ Coordinate with Team Moms to distribute game jerseys and pants to players

Communications Specialist (OPEN)

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

Team Mom Coordinator (Not a Team Mom – a former team mom is ideal) (OPEN)

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

Scholastics Coordinator (OPEN)

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

Cheer Coordinator (Elect) (OPEN)

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

- ▶ shall have a minimum of two years coaching experience and have a full understanding and knowledge of Pop Warner 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 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.