

HAJFL BOARD - JOB DESCRIPTIONS

PRESIDENT

- Run board meetings from January – November.
- Prepare and run a coaches meeting in the spring
- Liaison with HPS – meet with AD to secure field availability.
- One of three individuals with check signing authority
- Can't make motions, a voting member only in case of a tie
- Responsible for the keys with regard to all HAJFL facilities, assets, etc.
- Set agenda for board meetings
- Write the letter to the members that goes out in February/March.
- Respond to emails sent to the board
- Oversee HAJFL functions (registration day, equipment pickup etc)
- Constant communication with board members
- Implementing policies and procedures in the best interest of the HAJFL
- Assigning game day staffing to open & close. Last one to leave and make sure everything is done.

VICE PRESIDENT

- Primary support is to the president and his/her responsibilities.
- Work at all registration dates, equipment pickup & drop off dates, and all day at your colors games.
- Attend board meetings from January through November. Twice a month from November through July, and weekly from

August through last week of practice. (Board doesn't meet in December)

- Serve as the Instructional Commissioner.
- Serve as Silver Game Day Director.

TREASURER

- Keep up to date records of all transactions (including receipts, invoices, bills, etc.)
- Verify, pay and file all HAJFL bills.
- Manage the HAJFL Bank Account.
- Prepare the cash boxes for game days and practice weeks.
- Prepare and present treasurer report at each Board meeting.
- Prepare for audits.
- Protect the organization against fraud and theft, ensure safe handling of money and prompt banking.
- Make sure the board understands their financial obligations.
- Make sure the HAJFL complies with tax regulations.
- Work with the board to define and implement money handling procedures.
- Responsible for keeping cash, debit card and checkbooks secure.
- Work with the Board to set controls on appropriate and inappropriate ways to generate income.
- Developing an annual budget and present to the Board for approval.
- Assist with Fund Raising (with the Board) including ordering Howell Discount cards.
- Working with Board on projects to generate income. (sponsorships for example).
- Look after property and stock

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- Keep inventory of all equipment/assets owned by the HAJFL.

SECRETARY

- Attend & take minutes at board meetings from January through November. Twice a month from November through July, and weekly from August through last week of practice. (Board doesn't meet in December)
- Respond to large amount of phone calls from parents, volunteers, staff, team moms, board members and mostly the president.
- Responsible for the daily checking, replying and forwarding to whoever necessary – all email questions that come to the HAJFL email address.
- Checking the PO Box for mail sent to HAJFL and bringing it to the Board Meetings.
- Work at all registration dates, equipment pickup & drop off dates, and all day at your colors games.
- Type league newsletters weekly, & turn in to printer Tuesdays. Email to team moms/board, and distributed to team moms on Wednesdays.
- Type and maintain phone contact list for all board members.
- Reminder emails to all the board members about meetings that include meeting agendas from the president and minutes from the previous meeting.
- Open gamedays (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends).
- Be on staff for your entire color game day to jump into the role of commissioner for money drops, any needs of the volunteers, or other issues that arise.
- Contact Barnard Center and reserve rooms for board meetings, kickoff meeting, equipment pick up and turn in, and Three Fires for Registration Day.
- Coordinate mailing of kickoff letter in the spring. Print and mail out with postcard of dates first of March.
- Post registration dates with WHMI and Livingston County Press Sports editor.
- Determine printer vendor, main contact for all printing orders.
- Request and order any necessary & approved sponsor banners or other signs as needed.
- Coordinate forms for background checks of all HAJFL coaching staff and board members
- Prepare and update HAJFL forms such as board job descriptions, scholarships, team mom documents, frequently asked questions docs, registration & equipment forms.
- Daily, primary communication with the website vendor – to update the site with pertinent information.
- Enter registrations into spreadsheets for the 2007 roster. Separate by rookie/veteran/level/color.
- After the draw, in May, compile all of the rosters for each team and color.
- Email rosters to all coaches, board members.
- Keep up with constant changes over the next two months, for drops, corrections etc. Relay those changes to equipment mgr, coaches, and the Treasurer.
- Coordinate with the President on workers and process for registration day, equipment pickup, equipment hand out.
- Coordinate with volunteer coordinator, and several others to get the information that you see in the newsletter.
- Primary contact of support/questions for the Team mom Coordinator, volunteer coordinator. Get team mom info to the coaches in July. Set up Team Mom meeting

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1st week of practice with the Team Mom Coordinator

- Continue to keep up with making changes to the roster as it changes.
- Responsible for contacting and renewing all sponsor relationships. Get their information to the web, and in the newsletters.

COMMISSIONERS

HAJFL has one commissioner for each color, Black, Gold, Green, Silver and White. Commissioners are responsible for coordinating all activities within his or hers color, communicating clearly all league & board rules and decisions to coaches and parents alike. The commissioner's responsibilities include the following:

- Attend all HAJFL board meetings as a voting member, and representative of your color.
- Attend as a voting member (1 vote per community) to all LCAFL meetings.
- Report information/rule changes from LCAFL to HAJFL.
- Attend all registration days, equipment pickup and drop off dates.
- Attend all pre-season Parent, Player meetings within his/her color.
- Visit all coaches at practice within his/her color weekly.
- Handle questions or concerns from coaches, players and parents.
- Handle any disputes, which may arise between coaches and players or coaches and parents, taking issues, as necessary, to the HAJFL Board.
- Attend all games for his or her color.
- Witness weigh-ins at all games within his or her color (unless coaching a team being weighed, then a substitute shall be appointed for that game).

- Be available during game day to deal with questions or concerns with ref's, coaches, parents etc. Commissioners are "in charge" of any situation that arises during their color games.
- Review and coordinate with Game Day directors to insure volunteers are available for all positions.
- Be there to open and close the fields for all home game days for his or her color.
- Attend all banquets for your color.
- **New this year:** Responsible for counting and approving – with the Game Day Director – the HAJFL monies at the beginning and ending of your colors *game day*.
- **New this year:** Responsible for counting and approving – with a Game Day Director – the HAJFL monies at the beginning and ending of the *practice week*. (Commissioners will be notified at the board meetings which days they will be responsible for counting the practice money.)

GAME DAY DIRECTOR

- Attend all board meetings. Twice a month from November through July, and weekly from August through last week of practice. (Board doesn't meet in December)
- Keep parents and coaches updated on all upcoming and current events
- Attend home games of the specified colors, acting as director in charge with the commissioner of that color, for any issues that arise.
- Responsible for making money drops, counting money at the end of game days for your color.
- Attend all HAJFL events; kickoff meeting, set up and take down on all home game days, all registration days, all equipment hand out and turn in days.

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- Oversee that volunteers are taken care of for the home games that you attend.

FIELD MANAGER

The field manager position is responsible for the maintenance and turf management of the Three Fires Field. Job responsibilities include:

- Seasonal maintenance of water cannon, field marking equipment, all turf power tools. Mechanical maintenance, winter storage and spring set-up.
- Opening, cleaning and maintaining of the concessions trailer and press box. Cleaning, closing and winter storage.
- Maintaining score board, PA system. Insuring it's in proper working order, before the season and throughout the season.
- Inspection and any needed maintenance of bleachers, fencing, gates, goal posts, flag pole, and team benches.
- Maintenance of field turf. Insure proper mowing, fertilization, weed and insect control, seeding, aeration, and watering. Watering involves daily set-up, start-up, and shut-down of the watering system during the growing season, as well as a spring cleanup (maintain March through November).
- Prior to football season, make sure all practice areas are ready for the season. Take quotes on ordering pods, portapotty's, trash containers and fertilization of field area.
- The opening and closing of both Three Fires and HHS stadiums weekly during the game season.
- Attend all board meetings. Twice a month from November through July, and weekly from August through last week of practice. (Board doesn't meet in December)

EQUIPMENT MANAGER

- Attend all board meetings. Twice a month from November through July, and weekly from August through last week of practice. (Board doesn't meet in December)
- Attend all HAJFL events; kickoff meeting, set up and take down on all home game days, all registration days, all equipment hand out and turn in days.

- Manage inventory of all equipment held by HAJFL.
- Review inventory and make recommendation to repair or replace as needed.
- To help ensure proper fitting of equipment for players.
- To order jerseys, pants, pads, helmets and shoulder pads with competitive bidding from vendors.
- Recommend the best "value" and safest equipment for HAJFL players.
- Man the equipment pod first 3 weeks of practice.
- Coordinate equipment turn in and pick up dates.
- Supply end of year summary of inventory/needs for next year.

CHEER DIRECTOR

- Responsible for mailing registration letters to all returning veterans.
- Dropping off fliers at elementary and middle schools.
- Responsible for handling the cheer e-mail address, questions received etc.
- Being at ALL registration days, equipment pick-up and drop off days.
- Preparing Cheer Rosters and Books with current information from county board of commissioners for Green, Gold and White Cheer Commissioners and All Green, Gold and White Cheer Coaches.
- Prepare, have printed and handout all parent packets to coaches.
- Set up and attend all team parent meetings prior to season start.
- Responsible for finding Student Coaches for cheer and pom for all 10 squads.
- Taking Inventory of Skirts, Vests and Pants.
- Ordering necessary skirts, vests and pants prior to equipment handout.

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- Order poms for current season.
- Attend Bi-monthly HAJFL Board Meetings in off-season and weekly meetings during the season.
- Attend Monthly Livingston county Cheer Commissioner meetings in Hartland.
- Make sure that all games are attended by a commissioner and fill in where necessary.
- Fill in where volunteers are needed at home games.
- Handling all parent, coach and student coach complaints regarding cheer.
- Watch all routines/cheers and approve all music for Competition.
- Handout, collect and return all Competition paperwork from the hosting community.
- Be at Annual Cheer Invitational Competition all day.

CHEER DIRECTOR ASSISTANT

The Assistant Cheer Director is responsible for assisting the Cheer Director in the following duties:

- Prerequisite: Must have been a cheer coach for at least one year to apply for this position.
- Responsible for mailing registration letters to all returning veterans.
- Dropping off fliers at elementary and middle schools if approved.
- Responsible for handling the cheer e-mail address, questions received etc
- Being at ALL registration days, equipment pick-up and drop off days.
- Preparing Cheer Rosters and Books with current information from county board of commissioners for Green, Gold and White

Cheer Commissioners and All Green, Gold and White Cheer Coaches.

- Prepare, have printed and handout all parent packets to coaches.
- Set up and attend all team parent meetings prior to season start.
- Responsible for finding Student Coaches for cheer and pom for all 10 squads.
- Taking Inventory of Skirts, Vests and Pants.
- Ordering necessary skirts, vests and pants prior to equipment handout.
- Order poms for current season.
- Attend Bi-monthly HAJFL Board Meetings in off-season and weekly meetings during the season.
- Attend Monthly Livingston county Cheer Commissioner meetings in Hartland.
- Make sure that all games are attended by a commissioner and fill in where necessary.
- Fill in where volunteers are needed at home games.
- Coordinate HAJFL participation with Howell Homecoming parade.
- Handling all parent, coach and student coach complaints regarding cheer.
- Watch all routines/cheers for Competition.
- Listen to and approve all music for Competition.
- Handout, collect and return all Competition paperwork from the hosting community.
- Be at Annual Cheer Invitational Competition all day.