NUJM Board Descriptions

President:

- Board meetings
  - Set & facilitate all meetings
  - Maintain records, bylaws, minutes, player documents
- SYF
  - Attend all monthly meetings
  - Dates given at SYF meetings – sometimes emailed out as well but not usually)
  - SYF meeting reminders will not typically be sent out
  - Maintain all docs needed for SYF
    - Contract renewal
    - Insurance
    - Official fees
    - Cheer comp
- Facilities:
  - Request all facilities usage with high school **(works with Secretary)**
    - Cheer & football
    - Regular season practices & games
    - Back up locations for smoke/rain days
    - Insurance
    - Billing
- Insurance
  - Annual renewals – needs to be done around Feb for April Renewal
  - Certificates to various organizations
- Certification: **(Works with Secretary on all certification and Rosters)**
  - Coaches
    - Badging DOJ, CDC certs, clinics, follow up **(works with VP Cheer/Football)**
  - Players
    - Work with Secretary on certifications of each player
    - Rosters: team rosters, jersey rosters, game day rosters
- Records:
    - Maintain all files on past players
    - Binder collection/handout

        - Filing of all documents
            - Injury reporting to league
            - Medical clearance follow up with coaching staff
- EMTs
    - Booking, paying, confirm before each game
- Game Day
    - Attend all games & all levels – home & away set up and tear down at home games
    - On field or nearby at all times
        - Provide rosters for all team levels to booth
        - Help with Book checks when needed (Head Coaches should have Binder- President will have copies)
- Home Games:
    - Welcome letters to visiting teams – send Sunday before game
    - Coordinate
    - Teams, booth, EMTs, Refs
- Practices – attend all practices.
    - Check in with all teams on a rotating basis.
- Social Media
    - Oversee all team group pages
    - Help manage who is allowed to join/block
    - Be in all team apps & included in all team emails
- Parent Meetings:
    - Have one meeting at the start of the season
    - Coordinate with coaches to hold one meeting per team level at the start of season
- Polos / Hat orders **(works with equipment coordinator)**
- Allstar/ Shrine Bow
    - Coordinate selection process
- Scholarships
    - Maintain account online for NU scholarship applicant
    - Review, Selection & awarding

Secretary:

- Registration
    - All aspects of registration

    - Website, collection of money, & advertising
- Forms distribution – print all forms
- Rosters
    - Updates to coaches on adds drops
    - Photos for player cards
    - Flyers – create & distribute
    - Provide coaches with roster of potential team rosters for preseason recruiting
- Player
    - Collects all the school forms & doctor releases at the beginning of the season from each player. Updates all coaches on which players are eligible to practice based on documents turned in. (this is a daily job for the first few weeks of practice).
    - Team rosters, jersey rosters, game day rostersEnsure all coaches & board members are notified of player drops/adds
        - Update anytime there is an added/dropped player.
        - Coaching rosters
- Team Binders
    - Print all the player cards for both Cheer & Football
    - Assemble Books, book certification, form collections, Weigh ins
    - Ensure all players are certified at start of season
    - Distribute completed binder to head coaches, copies of all player cards go to President
- Home Games:
    - Rosters, scripts to read during games, sponsor lists for booth
    - Help with any field needs: water boy, changing waters, anywhere else needed
- Picture day
    - Coordinate & facilitate all aspects of picture day
- Facilities:
    - Request all facilities usage with high school **(works with President)**
        - Cheer & football
        - Regular season practices & games
        - Insurance
        - Billing
- 99 pledges PPK

    - Coordinate online platform, emails, tracking & accounting to player accounts, refunds, Prizes & certificates
- Communications
    - Send email communications through team side line
    - Works with team moms regarding game updates, homecoming, etc.
- Attends all board meeting to take minutes on what is being discussed & voted on. Emails minutes to all board members.
- Orders badges for all the coaches, board members, & instructors.
- May need to attend some SYF meetings with other board members in Sacramento
- Works all the home games - all day, set up and tear down
- Helps anywhere needed
- Attends all Board Meetings

VP Cheer:

- Cheer Uniform
    - Design
    - fittings and ordering
    - Store and organize all products of uniforms until scheduled hand outs
- Organize and run an all coaches pre-season meeting
- Helps with registration, form collections, etc
- Support coaches & instructors, handle problems that cannot be solved by coaches.
- Coordinate details of Competitions and attend all sessions that NUJM is in
- Attend SYF Cheer Clinic at the beginning of season
- Work closely with parents to ensure all families are signed up and understand their commitments to NUJM cheer teams.
- Recruiting of cheerleaders, coaches & instructors
- Attends all Board Meetings
- Attend all games - all day set up and tear down (if not able, be sure someone is there to cover)
- May attend some SYF league meetings (in Sacramento)
- Help anywhere needed
- Must be able to remain firm, equal & fair to represent all teams
- Applications / interviews…makes sure all are certified & complete all requirements to coach.
- Manage and support cheer coaching staff

- Certification, recruiting, interviews, selection of Instructors and work with high school cheer coaches
- Complaints, parent/player issues/Injury reports
- Cheer Camp: Create Cheer Schedule, help plan & help run it
- Jamborees – help Certify cheerleaders
- Coaches Certification:
    - Badging DOJ, CDC certs, clinics, follow up
- Help with Book checks when needed
- Set up and be in all team apps & included in all team emails
- Homecoming
    - Coordinate with all teams football and cheer
    - Possibly announce all players and cheerleaders

VP Football:

- Coaching certification – makes sure all are certified & complete all requirements to coach.
- Helps with registration, form collections, etc
- Football equipment fittings & ordering – work closely with equipment coordinator
- Support coaches & instructors, handle problems that cannot be solved by coaches.
- Coordinate details of camp weeks
- Work closely with parents to ensure all families are signed up & understand their commitments to NUJM teams.
- Recruiting of players, coaches & instructors
- Attends all Board Meetings
- Attend all games - all day set up and tear down (if not able, be sure someone is there to cover)
- Help anywhere needed
- Must be able to remain firm, equal & fair to represent all teams
- Football
    - Applications / interviews
    - Manage football coaching staff
    - Certification, recruiting, interviews, selection of Instructors
    - Oversee all teams
        - Coordinate all team moms / support needs to teams & team moms

- Complaints, parent/player issues
- Injury reports
- Jamborees
- Coordinate with host teams or SYF
- Weigh ins – if possible

- Certification:
  - Coaches
    - Coaching rosters
      - Badging DOJ, CDC Certs, Clinics, follow up
      - Provide rosters for all team levels to booth
      - Help with Book checks when needed
  - Be in all team apps & included in all team emails
- Homecoming
  - Coordinate with all teams

Treasurer:

- Attend All Board Meetings
- Taxes
- Provide all documents to accountant
- Maintain 501c3
  - Keep up on all documents to keep this intact
- Maintain State Registry requirements for Raffle (Kickoff Party)
- Maintain Google Account
- Manage Bills
- Pay all bills
- Maintain PO Box
- Pickup Mail Weekly
- Maintain Bank Accounts and Cards
- Maintain Bank records using Quickbooks
- Reconcile Checking Account, Venmo, Credit Cards monthly
- Upload all receipts and transactions into Quickbooks
- Maintain Square Account
  - Updates / changes to Square
- Collect and distribute money for Shrine
- Provide treasurer report for all board meetings

- Collect and deposit money for Cookie Dough Sales (Works with Fundraising Coordinator)
- Deposits for Sponsorships - Reports Sponsorships to Fundraising Coordinator
- Write Refund Checks for 99 Pledges (Works with Secretary)
- Attend all home games set up and tear down
- Provide change for home games
- Attend Kick Off Party and setup and tear down
- Provide change for kick off party
- Payments to Officials (Home Games)
- Payments to Clock Operator (Home Games)
- Help anywhere needed

Snack Shack:

- Shopping for all food & supplies for the snack shack prior to each home game (approx 5 home games a season)
- Make Runs to Costco (or other stores) to pick up bulk shopping.
- Advance food prep
- Inventory items in our storage container prior to each game.
- Run the volunteer shifts that man the snack shack during all home games.
- Designate a couple volunteers as lead people to run registers & be key helpers in the snack shack.
- Works all the home games - all day, set up and tear down
- Help anywhere needed
- Attends all Board Meetings

Assistant Snack Shack Coordinator:

- Support the snack shack coordinator will all tasks above
- Help make Costco runs, shopping trips, and pick up food orders
- Help Prep food in advance
- Work all home games- all day, set up and tear down

Equipment:

- Help organize equipment hand out for all teams.
- Keep track of any kids that need to switch out gear, have broken items, need new sizes, etc. throughout the season.
- Distributes & orders Jerseys & Spirit packs, socks and all uniform items
- Coordinate equipment turn in at the end of season.
- Make sure all equipment is put away & organized in storage trailer at end of season.
- Inventory jerseys & get lists of what is needed to be replaced.
- Get helmets ready to be sent off for reconditioning.
- Be available at practices in case someone needs new equipment.
- Work all home games set up and tear down - all day away games if possible
- Manages light trailers: servicing, refueling, etc.
- Maintaining game day field waters
- Attends all Board Meetings
- Help anywhere needed

Fundraising:

- Sponsor Relations
    - Identify potential sponsors and solicit donations
    - Maintain ongoing communications with sponsors
    - Manage forms and databases, track sponsor information and fundraising activities
    - Design, order and distribute Sponsor shirts and plaques
    - Create, print and distribute sponsor game tickets
    - Update Facebook and website with sponsor information

- Develop and implement new fundraising strategies
- Plan and coordinate events to encourage donations and sponsor relations.
    - Includes Kick Off Party, cookie dough fundraiser, Dine and Donates, Booster Sales, etc.
    - Coordinate activities of volunteers and other board members related to event planning and fundraising.
    - Ensure that all fundraising activities are compliant with relevant laws and regulations.
    - Coordinate with vendors and representatives for event deliverables
- Create and order and pick up Game Programs for sale

- Help anywhere needed
- Work all home games - all day set up and tear down
- Attends all Board Meetings

Volunteer Coordinator:

- Volunteer Signups
    - Manage online sign up for parent volunteers (approx. 5 home games a season)
    - volunteersignup.org
    - Work with other board members to add/modify shifts and shift times to accommodate the needs of NUJM on game days
- Volunteer Coordination
    - Track all families sign ups throughout the season
    - Communicate with families that did not originally sign up and help make sure they sign up for the season
    - Communicate with families prior to all Home games to make sure they are notified of volunteer shifts
    - Ensure all volunteer shifts are filled for each home game
    - Work closely with Team Moms to ensure all families are signed up & understand their commitments to NUJM home games.
- Check Collection and Tracking
    - Be at all Cheer Fittings and Football equipment handouts
    - Collect volunteer checks for each family
    - After verifying all checks for families are accounted for, give to treasure to hold throughout season
    - Notify treasurer of checks that need to be cashed due to lack of volunteering at home games
- Home Games
    - Arrive at 7am to help set up and start tracking volunteer hours
    - Stay until cleanup is complete and all volunteers have been released
    - Home games are all day events for Volunteer coordinator.
        - It is expected that the volunteer coordinator is available the entire day to work with and handle all volunteers.
        - Handle ALL volunteer complaints
    - Volunteer Booth
        - Set up booth at entrance of stadium with clear signs for volunteers to be able to locate and check in

        - Check in times for volunteer shifts 10 minutes prior to start of shift through 15 minutes after shift starts
        - Be at booth throughout the entire game day to be accessible to volunteers for questions or complaints
        - After check in time has ended for volunteers, walk around to ensure all volunteers are still working their shift, and check in any other volunteers that did not check in prior to shift
            - If unable to be at the booth, schedule a volunteer or other board member to be at the booth. If you need to leave the booth, leave a phone number for volunteers to communicate to.
- Attends all Board meetings
- Help anywhere needed throughout the season
- Must be able to remain firm, equal & fair

Member at Large:

- Primary role is to provide support to all board positions.
- Help with recruiting & team needs.
- Provides support to Secretary during the collection of forms & documents for certification.
- Assists the Secretary in putting the team binders together to give to coaches.
- Works all the home games - all day set up and tear down
- Helps anywhere needed
- Attends all Board Meetings

Other Board Duties (many different members may work together on these jobs)

- Social Media
    - Maintain main Facebook & Instagram account
    - Continual posting to recruit & build program
    - Oversee all team group pages
        - Manage who is allowed to join/block
        - Be in all team apps & included in all team emails

- Home Games
    - Music management -
        - Charge IPad and update music
        - work with announcer to play music throughout games (walk out songs, national anthem, halftime cheer music)
    - Set up / tear down
    - Charge walkies
    - Help with any field needs: water boy, changing waters, anywhere else needed
- Away Games
    - EZ Ups collection, set up and tear down
    - Camera set up and tear down
    - Roster binder hand over and collection