

HAJFL BOARD - JOB DESCRIPTIONS

Updated 9-9-16

PRESIDENT

- Chair 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending all games for your color.
- Prepare and run a coaches meeting in the spring.
- Liaison with HPS – meet with AD to request/secure field use availability.
- One of executive board members with check signing authority
- Can't make motions in meetings, a voting member only in case of a tie.
- Responsible for the keys with regard to any facilities, assets, etc.
- Set agenda for board meetings.
- Write letter to go out in February/March announcing upcoming season information.
- 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.
- Present suggested updates to the HAJFL Bylaws annually, for board vote.
- Liaison with HPS regarding the HAJFL College Scholarships.
- Assigning game day staffing to open & close.

VICE PRESIDENT

- Primary support is to the president and his/her responsibilities.
- 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)

VICE PRESIDENT CONTINUED

- 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending all games for your color.
- One of executive board members with check signing authority
- Serve as the Instructional Commissioner.
- Serve as the supervisor of apparel.
- Serve as supervisor of Marketing.
- Collect coaching candidate letters and schedule coaching interviews in March.
- Prepare and maintain coaching staff contact information.
- Prepare order for coaches' shirts with approved vendor.

TREASURER

- 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending, and assisting with game day operations, at all games for your color.
- Keep up to-date records of all transactions (including receipts, invoices, bills, etc.)
- Process registration and equipment return refunds per approved refund schedule.
- Monitor online registration system; account for enrollments and refund credits.
- Verify, submit to board, pay and file all HAJFL bills.
- Manage the HAJFL Bank Account, balancing check book.
- Manage the HAJFL insurance coverage.
- Prepare the cash boxes for use on game days and practice days.
- Prepare and present treasurer report at each Board meeting.

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TREASURER CONTINUED

- Prepare for audits.
- Protect the organization against fraud and theft, ensure safe handling of money and prompt banking.
- Consult the board of their financial obligations.
- Verify HAJFL complies with tax regulations.
- Work with the board to continue and when needed, improve money handling procedures.
- Responsible for keeping cash, debit cards and checkbooks secure.
- Work with the Board to set controls on appropriate and inappropriate ways to generate income.
- Develop an annual budget and present to the Board for approval.
- Assist with Fund Raising (with the Board)
- Working with Board on projects to generate income. (sponsorships for example).
- Look after property and stock opportunities.
- Keep inventory of all equipment/assets owned by the HAJFL.

SECRETARY

- 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending all games for your color.
- Respond to large number of emails from parents, volunteers, staff, team moms, board members and vendors.
- Responsible for the daily checking, replying and forwarding to whoever necessary – all email questions that come to the HAJFL email address.
- One of executive board members with check signing authority.
- Check the PO Box for mail sent to HAJFL and bring it to the Board Meetings.

SECRETARY CONTINUED

- Type league newsletters weekly, & turn in to printer Tuesdays. Email to team moms/board, and order to print.
- Prepare and maintain phone contact list for all board members.
- Reminder emails to all the board members about meetings that include meeting agendas and minutes from the previous meeting.
- 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 and reserve rooms for board meetings, kickoff meeting; equipment pick up and turn in, election mtg and registration day.
- Post registration dates with WHMI and Livingston County Press Sports editor.
- Determine printer vendor, main contact for all printing orders.
- Coordinate and collect forms for background checks of all HAJFL coaching staff and board members. Process bc's and submit to board for review
- Schedule vendor interviews for photography and apparel.
- Request and order any necessary & approved sponsor banners or other signs as needed.
- 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.
- Administer the draw with LCAJFL President and HAJFL Commissioners, in May, compile all of the rosters for each team and color.
- Monitor and process online and in person registrations. Maintain list of rosters, drops, and summary of league numbers.
- 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 Dir., coaches, and the Treasurer.
- Coordinate the process for registration day, equipment pickup, equipment hand out.
- Coordinate with volunteer coordinator, and several others to get the information that you see on the website.

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SECRETARY CONTINUED

- 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 1st week of practice with the Team Mom Coordinator.
- Coordinate and maintain the Policies & Procedures document; work in progress contributed by all board members.
- Schedule Nominations Meeting and Election Dates and all necessary paperwork.
- Responsible for getting info to Sponsorship Coordinator; so he/she can contact and renew all sponsors and update website. Include sponsorships in the newsletters.
- Responsible for informing scholarship recipients in writing.

COMMISSIONERS

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

- 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending, and assisting with game day operations, at all games for your color.
- Attend as a voting member (1 vote per community) to all Wednesday LCAFL meetings.
- Report information/rule changes from LCAFL to HAJFL.
- 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 you're your colors 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.

COMMISSIONER CONTINUED

- 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 refs, 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.
- Responsible for counting and approving – with the other board member – the HAJFL monies at the beginning and ending of your colors *game day*.
- Responsible for counting and approving – with other board member – the HAJFL monies at the beginning and ending of the *practice week* if needed.

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)
- 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending, and assisting with game day operations, at all games for your color.
- Attend home games of your colors, acting as assistant to the commissioner of that color, for any issues that arise.
- Responsible to manage the game day operations process; to oversee the six staff Game Day Coordinators (GDC) for each color; they report to you to ensure a smooth game day. (see Game Day Coordinator description)
 - Volunteers
 - Press Box Operations
 - Running/timing of the games
- Oversee that we have enough volunteers scheduled to work the home games.
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GAME DAY DIRECTOR CONTINUED

- Responsible for scheduling interviews for scholarship recipients and monitoring volunteering requirements.
- Submit field use forms to HPS for Three Fires, Parker and/or Howell Memorial field for scrimmage and game days.
- Coordinate and schedule paramedic services for home games.
- Compile key stats and information from each game from commissioners and submit that information to the local news media for possible inclusion in the next available publication.
- Take part in sponsorship activities and other miscellaneous board projects.

CONCESSIONS DIRECTOR

The Concessions director position is responsible for the buying, inventory, running and reporting of concessions program. Job responsibilities include:

- 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending, and assisting with game day operations, at all games for your color.
- Maximize and manage budget to run concessions in a profitable manner
- Manage and maintain an adequate and appropriate inventory
- Work with vendors to minimize expenses
- Provide responsible, comprehensive and accurate financial accountability
- Maintain receipts for all league purchases
- Coordinate all volunteers throughout the entire season to run concessions
- Coordinate all set-up and shutdown activities related to the operation of concessions throughout the duration of the season
- Report on all financial and concessions activities during board meetings
- Coordinate and execute yearend inventory controls to minimize inventory excess.
- Coordinate and execute season ending concessions closing procedures

FIELD DIRECTOR

The field director position is responsible for maintenance and turf management. Job responsibilities include:

- 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending, and assisting with game day operations, at all games for your color.
- 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).
- Striping the Three Fires game field; lines, hashmarks, numbers, every Thursday.
- Ensure trash containers are emptied on the practice fields every Thursday. Trash is picked up off all fields.
- Prior to football season, make sure all practice areas are ready for the season.
- Bringing quotes to the board for vote on ordering storage pods, portapotty's, trash containers and fertilization of field area.

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EQUIPMENT 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)
- 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending, and assisting with game day operations, at all games for your color.
- Manage inventory of all equipment held by HAJFL.
- Review inventory and make recommendation to repair or replace as needed.
- Ensure proper fitting of equipment for players.
- Order jerseys, pants, pads, helmets and shoulder pads with competitive bidding from three vendors, approved by the board.
- Recommend the best "value" and safest equipment for HAJFL players.
- Man the equipment pod daily the first 4 weeks of practice.
- Coordinate equipment turn in and pick up dates.
- Supply end of year summary of inventory/needs for next year.

CHEER 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)
- 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending, and assisting with game day operations, at all games for your color.
- Dropping off fliers at elementary and middle schools.
- Responsible for handling the cheer e-mail address, questions received etc.
- Preparing Cheer Rosters and Books with current information from county board of commissioners for all Commissioners and Coaches.
- Prepare and distribute 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 squads.

CHEER DIRECTOR CONTINUED

- Taking Inventory of Skirts, Vests and Pants.
- Ordering necessary skirts, vests and pants prior to equipment handout.
- Order poms for current 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.

ASSISTANT CHEER DIRECTOR

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.
- 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.
- Open game days (between 7:30-8:30am) and close the game field every Saturday (approx 1.5 hrs after last game ends). Attending all games for your color.
- 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

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ASSISTANT CHEER DIRECTOR CONTINUED

- Prepare and distribute 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 squads.
- Taking Inventory of Skirts, Vests and Pants.
- Ordering necessary skirts, vests and pants prior to equipment handout.
- Order poms for current 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.