



Board Position Responsibilities

Updated Winter 2025

COMMISSIONER

Responsibilities include:

- Set the mission and agenda for the league and drive its long-term vision.
- Coordinate with the Board to ensure successful implementation of programs, projects, initiatives, and other league matters—this includes communicating with Board members on their goals, timelines, and budgets, and providing support to each Board position to ensure that responsibilities are met in a timely manner.
- With consultations and input from applicable Board positions, develop and maintain Board and league calendar.
- Manage annual/monthly board meetings and facilitation of group discussion, and chair meetings of the Board.
- Communicate official Board messaging to league membership on behalf of the Board, including the semiannual State of the League address.
- Coordinate with the Director of Finance to ensure that the league’s annual budget is created in a manner that comports with the goals and missions of the DGLFFL.
- Serve as City Leader and primary point of contact for the National Gay and Lesbian Flag Football League on official league matters.
- Serve as Liaison between the Board and travel team leadership.
- Serve as spokesperson for the league with the press.
- Ensure that league operations, procedures, voting, and other matters are consistent with the organization’s bylaws.
- Nominate replacement Board members in the event of a vacancy.
- Facilitate the removal of any league member in compliance with the league’s bylaws.
- Contact: commissioner@dglffl.com

The Commissioner holds office for a period of 2 years and is elected in odd years.

DIRECTOR OF CAPTAINS & LEADERSHIP

Responsibilities include:

- Develop and organize pre-season skills clinics for league members.
- Recruit team captains in cooperation with the Commissioner and the Board.
- Recruit quarterbacks in cooperation with the Commissioner and the Board.
- Educate team captains on their duties and responsibilities through individual mentoring and leadership development events such as preseason captains' meetings.
- In preparation for the Draft, work with the Director of League Operations and the Board to facilitate the quarterback draft and determine captain/quarterback draft groupings.
- Maintain communication with team captains throughout the season, including relaying important Board communications and announcements, serve as the liaison for all captains to the Board for any discussion topics within the league that captains would like to address, and checking in with captains to ensure goals and responsibilities are met.
- Work with captains to ensure that all teams are adhering to the league mission and vision, including but not limited to sportsmanship, community building, and equity in participation and development.
- Coordinate support & development events for league members (i.e., New Player Orientation and Skills Clinic) in coordination with Director of Member Engagement and Outreach.
- Contact: captains@dglffl.com

The Director of Captains holds office for a period of 2 years and is elected in even years.

DIRECTOR OF INFORMATION TECHNOLOGY

Responsibilities include:

- Coordinate with the Commissioner and the Board on providing the appropriate long-term content for the website (i.e., “About Our League” and “Resources” website pages).
- Update the website to provide updates to the current league season including, but not limited to game schedules, scores and results, standings, events, updates and any pertinent information deemed appropriate by the Commissioner or the Board
- Maintain current league management application/platform (i.e., SportsEngine), which includes, but is not limited to, updating team names/logos, importing season schedules, and updating weekly scores.
- Train other Board members on the use of the league management application/platform.
- Create current season registration within the league management application/platform and test to facilitate successful registration of player each season, allowing sufficient time for testing before the go-live date
- Ensure all players have completed their registration, are eligible for membership, and have paid all dues prior to participating in games for the applicable season
- Work in conjunction with the Director of League Operations and Director of Captains & Leadership to run the draft from the technical side and ensure the draft is tracked correctly and that each player is correctly assigned to teams
- Contact: webmaster@dglffl.com

The Director of Information Technology holds office for a period of 2 and is elected in odd years.

DIRECTOR OF FINANCE

Responsibilities include:

- Serve as Treasurer for the DGLFFL including: overseeing the league’s bank accounts, managing relationships with financial institutions, facilitating audits of the league’s finances, assisting with long-term financial planning for the league, and overseeing the process for expense reimbursement.
- Develop the DGLFFL budget in coordination with the Commissioner and the Board
- Approve in advance all expenses above \$100

- Pay all debts incurred by the DGLFFL that comport to the limitations contained in these bylaws
- Maintain monthly account ledgers for all income and expenses paid related to the league
- Provide regular financial reports to the Commissioner and Board, including monthly summaries and annual financial statements
- Provide tax documentation for tax filing purposes to any party as needed.
- Ensure that the league's taxes are filed annually.
- Contact: fiscal@dglffl.com

The Director of Finance holds office for a period of 2 years and is elected in even years.

DIRECTOR OF MEMBER ENGAGEMENT & OUTREACH

Responsibilities include:

- Execute strategies to engage league members in coordination with the Board.
- Ensure that engagement strategies are designed to reach all league members through a dedication to Diversity, Equity, and Inclusion; Develop programming to make the league more equitable and inviting for all players.
- Coordinate support & development events for league members (i.e., New Player Orientation and Skills Clinic) in coordination with Director of Captains and Leadership.
- Execute weekly communication through newsletter, social media, or other outlets, as appropriate, for notifications to members concerning games, events, and other updates.
- Send condolence and get-well cards/gifts to persons other than sponsors as appropriate.
- Conduct engagement surveys for league membership and prepare results for the Commissioner and the Board.
- Coordinate Team Awards at the end of each season.
- Monitor and respond to Season Feedback forms and notify the Commissioner and Board members of relevant feedback.

- Develop partnerships with non-profit organizations to establish volunteer opportunities for league members; increase presence and recognition of the league's outreach efforts by way of newsletter, website, social media, and other outputs.
- Contact: outreach@dglffl.com

The Director of Member Engagement and Outreach holds office for a period of 2 years and is elected in odd years.

DIRECTOR OF LEGAL AFFAIRS

Responsibilities include:

- Serve as General Legal Counsel for the DGLFFL.
- Solicit, compile, and distribute consent agenda items in advance of board meeting.
- Circulate meeting agendas in advance of Board Meetings.
- Maintain written minutes of Board Meetings and log into the appropriate file for the DGLFFL historical record.
- Work with the Director of Finance to ensure the DGLFFL and its umbrella organizations comply with the federal, state, and local requirements for 501(c)(3) non-profit organizations.
- Work with the Commissioner and other Board members to develop and implement a semi-annual scholarship program to provide scholarship awards to local LGBT athletes in compliance with federal 501(c)(3) regulations.
- Act as the registered agent of the league for all legal matters.
- Update liability and media waiver forms as necessary.
- Coordinate with the Commissioner and Director of Finance on league event insurance.
- File paperwork necessary to maintain the League's non-profit status, in coordination with the Director of Finance.
- Draft and update sponsorship agreement packets in coordination with the Commissioner, Directors of Sponsorship & Events, and Director of Finance.
- Maintain and update the league's bylaws.

- Maintain a “parking lot” of unresolved issues and items a board member would like to discuss in a future meeting.
- Contact: legal@dglffl.com

The Director of Legal Affairs holds office for a period of 2 years and is elected in even years.

DIRECTOR OF REFEREES & OFFICIATING

Responsibilities include:

- Develop prospective referees from a pool of league members
- Interview prospective referees and ensure they are appropriate for utilization
- Coordinate with the Director of Finance as well as the Commissioner on creating seasonal referee budgets and ensure that referees are compensated through RefPay.com or as otherwise agreed upon
- Interface with hired referees, including, but not limited to, facilitating payment, training and teaching DGLFFL and NGFFL rules
- Coordinate with Commissioner for removal of referees for misconduct or ineffectiveness in their position
- Ensure the scorecard and play clock are manned each game
- Ensure appropriate personnel are scheduled and available for each game
- Coordinate with Director of Member Engagement and Outreach to determine Referee of the Season Award.
- Maintain the official league rulebook, including rules that differ from the National Gay Flag Football League.
- Contact: referees@dglffl.com

The Director of Referees & Officiating holds office for a period of 2 and is elected in even years.

DIRECTOR OF SPONSORSHIP

Responsibilities include:

- Coordinate with the Commissioner and the Director of Legal Affairs on updates to sponsorship packets.
- Ensure timely signing of sponsorship agreements and prompt collection of payments in collaboration with the Commissioner and Director of Finance.
- Connect sponsors with Director of Finance so that invoices may be issued to sponsors
- Actively identify, pursue, and secure new sponsorship opportunities with input from the Commissioner and the Board.
- Develop and maintain relationships with existing sponsors to ensure ongoing support and long-term partnerships including, but not limited to, thank-you notes, phone calls, updates on league play, and request to join league members at socials.
- Regularly evaluate the effectiveness of sponsorships and report on metrics such as sponsor engagement and sponsor satisfaction (and league satisfaction of sponsors) to the Board.
- Ensure that sponsorship agreements are fully activated and deliver promised benefits to sponsors, and that sponsors deliver required items to the league.
- Work with Director of Legal Affairs to ensure all sponsorship activities comply with league policies and contractual obligations and maintain accurate records of all sponsorship agreements and interactions.
- Solicit Ongoing in-kind donations for Team Swag Bags, event giveaways, and to reduce costs in support of the player experience.
- Contact: sponsorships@dglffl.com

Director of Sponsorship holds office for a period of 2 year, elected in odd years.

DIRECTOR OF EVENTS

Responsibilities include:

- In coordination with the Commissioner and the Board, organize social functions before, during, and at the conclusion of each season.
- Develop and maintain a calendar of league social events throughout the current year.

- Coordinate with the Director of Sponsorship to ensure that events are held at sponsor businesses in accordance with sponsor agreements
- Coordinate with Commissioner and Director of Finance to ensure that all events are conducted within financial parameters
- Drive attendance to events, including the promotion of them through Facebook events and working with the Director of Engagement and Director of Media on other advertising.
- Work with sponsors and applicable Board members to ensure that events are set up with sufficient space, chairs/tables, room audio and video equipment, and food (if applicable)
- Ensure that league all official league events will have Board presence.
- Identify photographer for league events and manage that relationship to ensure that events specified by the Commissioner and the Board have photography.
- If approved by the Board, register for and coordinate participation in Pride parade and programming.
- Contact: events@dglffl.com

Director of Events holds office for a period of 2 year, elected in even years.

DIRECTOR OF FIELD OPERATIONS & LOGISTICS

Responsibilities include:

- Research and secure playing fields, obtain permits and coordinate payment with Director Finance and Commissioner.
- Coordinate with Director Finance and Commissioner on budget for needed field equipment and supplies.
- Interface with field owners/mangers on rule and regulations of field.
- Order and distribute footballs, cones, and flags in cooperation with Commissioner and the Board.
- Subject to review by the Director of Legal Affairs, obtain appropriate waivers for the fields that address both the City and DGLFFL legal concerns.

- Communicate with Commissioner and Director of Captains if fields cannot be used due to inclement weather.
- Ensure the playing field is set up before each game, including field painting or other field demarcation.
- Ensure a ready supply of water, ice, blister kits, tape, anti-inflammatory medicines, and other basic medical supplies are available for each game.
- Contact: fields@dglffl.com

The Director of Field Operations and Logistics holds office for a period of 2 years and is elected in odd years.

DIRECTOR OF LEAGUE OPERATIONS

Responsibilities include:

- Develop and organize the league draft and draft packets with coordination of the Commissioner, the Director of Captains and Leadership, and other individuals agreed to by the Board.
- In coordination with the Board, spearhead the logistical aspects of the Draft Day process, including communicating draft positions and draft process to captains, coordinating timing of captain picks, assigning roles to board members and helpers, and ensuring smooth execution of the draft.
- Develop and organize regular season games and playoff schedules.
- Maintain roster of prospective players (“wait listed”) once a season commences and communicate with these players regarding possible openings.
- Track, refund, and invoice players registration fees in accordance with league policies set by the Board in coordination with the Director of Captains & Leadership and Director of Finance.
- Provide Director of Information and Technology and Digital Media weekly updates on team scores to be posted to the league website.
- Once the regular season is complete ensure that records are correct and work in collaboration with the Commissioner and the Board to determine the playoff seeding and bracket. Update any changes to the playoff seeding or bracket determination in the playoff/seeding document.

- In coordination with the Commissioner, order gifts and prizes for the end-of-season.
- Update DGLFFL trophy with season winners.
- Identify photographer for regular season and playoff games and manage that relationship to ensure that all teams have photos by the end of the season. The number of games photographed per team shall be determined in coordination with the Commissioner and the Board.
- Contact: operations@dglffl.com

The Director of League Operations holds office for a period of 2 years and is elected in odd years.

DIRECTOR OF MEDIA & MARKETING

Responsibilities include:

- Develop and execute creative media campaigns to grow the league and direct potential sponsorships to the Director of Sponsorships.
- Organize the purchase and distribution of league athletic wear in coordination with the Commissioner and the Director of Finance.
- Manage the league storefront in coordination with the Commissioner and the Board.
- Develop and manage relationships with media outlets and ensure that media outlets are aware of season/league activities.
- Post, manage & drive strategy for the DGLFFL's presence on social media platforms.
- Maintain the organizations' social media calendar and monitor all social media post messages and direct messages.
- In coordination with the Commissioner and the Board, provide artistic direction on re-designs of website, logo, etc.
- Contact: media@dglffl.com

The Director of Media & Marketing holds office for a period of 2 years and is elected in even years.