



2019 EXECUTIVE BOARD & HEAD COACH NOMINATIONS

Nominations for all TBFA board and head coach positions are open. We encourage you to nominate yourself or anyone who you feel would be a good candidate for any or all of the following positions. Below is a brief description of the positions. All members of the board are required to attend monthly meetings and coaches are required to attend mandatory meetings setup by the board throughout the year as well as participate in league fundraising and volunteering duties as outlined in the code of conducts. Please return this page with your nominations to any board member.

PRESIDENT: Presides at all meetings of the Association, represents the association at meetings of other organizations, provides leadership for programs and activities. Has authority with another board member to act on occurrences that need to be addressed immediately, most importantly code of conduct violations

VICE PRESIDENT: Succeed to the office of the President and carry out its duties if the President is unable to serve. Assume responsibility for work on Committees assigned by the President. Represent TBFA at GCYFL events, assist at home games.

SECRETARY: Maintain records and correspondence, record and distribute minutes of meetings, notify members of meetings, assume the duties of Treasurer as necessary. Manage Website and social media presence and correspondence. Coordinate the volunteer recruitment and screening process of coaches. Report game scores on website and to GCYFL. Assist at home games.

TREASURER: Maintain all financial records of Association, supervise the receipt and disbursement of funds as directed by the association, provide a list of bills due at each monthly meeting and present them for approval, maintain association funds in an approved depository, assume the duties of secretary as necessary, responsible for collecting fees and donations as well as issuing billing statements for unpaid registration fees and unreturned equipment fees. Setup and maintain individual team/squad fundraising accounts with funds provided by team/squad. Assist at home games.

COMMUNITY RELATIONS & REGISTRATION COORDINATOR: Increase knowledge of TBFA through varied forms of communication. Serve as a liaison with other community organizations and businesses. Develop and coordinate delivery of flyers to schools and organizations. Distribute advertising and yard signs. Communicate to league parents with league emails/texts with reminders of events and changes throughout the season. Assist the Board in developing best practices, policies and procedures to meet the TBFA's goals. Setup registration, prepare team rosters, assign jersey numbers. Aid other board members at home games to help make sure the day is a success

CONCESSIONS MANAGERS: Responsible for the running of the concession stand including stocking, staffing and operation of the concession stand. Assist the treasurer in counting and preparation of the deposits of the funds generated through operation of the concession stand. Keep a log of the parents that assist in running the concession stand and time they volunteer, responsible for TBFA's membership to purchase concession stand stock, may assign an assistant, subject to board approval.

FUNDRAISING COORDINATOR: Assume control of all fundraising and sponsorship activities of TBFA. Have the authority of the Board to pursue all reasonable avenues to raise the necessary funds to operate in TBFA. Have the authority to designate an assistant, subject to Board approval, to assist in setting up and running fundraising activities. Coordinate and utilize one representative from each grade (K/1, 2, 3, 4, 5, &6) to assist with fundraising. Assume control of creating a sponsorship form for TBFA. Actively pursue businesses or community members in becoming sponsors. Communicate with board regarding sponsors and keep a list of contacts. Work with other board members on deciding end of year plaques and other items to show our appreciation.

EQUIPMENT MANAGER: Keep all football equipment owned by TBFA safe, reconditioned and free of known defects. Issue and collect all equipment used for the season. Select equipment and receive quotes for all new equipment to present to the Executive Board for approval. Notify the Treasurer of any unreturned equipment for invoicing purposes. Enlist the help of a responsible adult to assist with performing these duties. Assist at home games.

FOOTBALL COORDINATOR: Serve as a Liaison between the TBFA and the Talawanda Football Program. Conduct/Assist in planning coach's education and training. Assist in identifying and recruiting coaches. Provide guidance and teaching techniques for education of youth and their families in the game of football. Assist in carrying out the purpose of TBFA. Serve as the USA Heads-Up Football Commissioner. Help other board members at home games to help make sure the day is a success.

CHEER COORDINATOR: Oversee all cheer activity. Be responsible for all fitting/ordering of cheer apparel and pom-poms. Assist in identifying and recruiting coaches. Help other board members at home games to help make sure the day is a success.

