

**2007 Palos Verdes Youth Football & Cheer  
Executive Board of Directors  
Nominations are now being taken for the positions indicated by (OPEN)**

**PRESIDENT**

- Presides at the Executive Board of Directors Meetings and represents PV at the PCC
- Oversight of the business and affairs of the Association
- Community relations point of contact
- Cannot hold any team or Association position – PCC Rule
- Must have served as past President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP or Treasurer on the Board

**ADMINISTRATIVE SUPPORT**

- Provides general support to the Executive Board
- Provides organizational and communications support for Program events
- Helps to protect and enhance the Programs reputation in the Community
- Facilitates effective communication between the Program and the Community

**FIRST VICE PRESIDENT & ATHLETIC DIRECTOR**

- Oversight of the Football Program
- Football coaching staff coordinator
- Interface to Football Head/Assistant Coaches
- May not be a Head Coach

**SECOND VICE PRESIDENT & CHEER DIRECTOR**

- Oversight of the Cheer Program
- Primary interface to all Cheer Head/Assistant Coaches
- Attend monthly PCC meetings
- May not be a Head Coach

**RECORDING SECRETARY**

- Records and maintains minutes of the Association meetings
- Schedules monthly meetings and coordinates meeting location

**CORRESPONDING SECRETARY**

- Prepares and coordinates correspondence to coaches, teams and membership at large
- Coordinates broad community and association communication

**TREASURER**

- Conduct/oversee business transactions on behalf of the Association
- Accept/disburse funds
- Maintain auditable records
- Chair the Annual Budget Committee

**FOOTBALL PLAYER AGENT – LOWER DIVISIONS**

- Co-Chair registration for all returning and new football players and cheerleaders
- Oversight for football certification for Flag, Mitey Mite, and Junior PeeWee Divisions
- Primary interface to all General Managers for Flag, Mitey Mite, and Junior PeeWee Divisions

**FOOTBALL PLAYER AGENT – UPPER DIVISIONS**

- Co-Chair registration for all returning and new football players and cheerleaders
- Oversight for football certification for PeeWee, Junior Midget, and Midget Divisions
- Primary interface to all General Managers for PeeWee, Junior Midget, and Midget Divisions

**CHEER PLAYER AGENT**

- Co-Chair registration for all returning and new football players and cheerleaders
- Oversight for cheer certification
- Primary interface for all Cheer Squad Certification Managers
- Coordinate Association sponsored “free” physicals for all players and cheerleaders

### **EQUIPMENT MANAGERS**

- Provides inventory control for Program equipment, including discarding old equipment, repairing existing equipment and acquiring new equipment
- Manages equipment distribution, including proper fitting
- Manages equipment return

### **FOOTBALL FIELD MANAGER**

- Prepares home fields for game day
- Addresses any issues arising on game day
- Manages access keys for home fields
- Protects and enhances relationships between the Program and the School

### **CHEER UNIFORM MANAGER**

- Coordinate fitting day for new uniforms
- Purchase and distribution of all uniforms
- Coordinate selection and procurement of all cheer related items

### **SCHOLASTIC CHAIRPERSON**

- Works with the PCC to recognize scholastic success within the Program
- Reviews all player and cheer report cards and determines GPA eligibility for scholastic recognition
- Organizes awards at end of year banquet

### **FOOTBALL CITY COMMISSIONER**

- Directs all team Commissioners
- Organizes schedule for Commissioning of home games
- Ensures proper behavior and compliance with rules at all home games
- Ensures effective management of Weigh-in and Certification at all home games
- Ensures effective management of 30-point rule
- Ensures effective management of Minimum Play Requirements

### **CHEER CITY COMMISSIONER (OPEN)**

- Directs all team Commissioners
- Organizes schedule for Commissioning of home games
- Ensures proper behavior and compliance with rules at all home games
- Ensures effective management of Certification at all home games

### **SNACK SHACK COORDINATOR**

- Ensures proper staffing of snack shacks
- Ensures proper inventory stocking of snack shacks
- Manages all cash proceeds from snack shacks
- Makes recommendations to the Executive Board regarding enhancements to the snack shack

### **YEARBOOK COORDINATOR**

- Manages yearbook ad sales
- Manages yearbook sales

### **EVENTS**

- Organizes and manages all major Program events
- Opening Day
- Closing Day
- End of year Banquet

### **DATA ENTRY**

- Manages Program database
- Supports Certification process

### **WEBSITE**

- Manages program web site content