

## **Plant City Dolphins Board of Director Positions**

### **President:**

The president shall preside over all meetings and shall see that they are conducted in accordance with the principles of Parliamentary Procedure and the requirements of the Bylaws of the Plant City Dolphins Youth Football and Cheerleading organization. The President is responsible for a participation registration. The President shall be responsible for securing and maintaining funds in the Dolphins safe. President cannot be head coach.

### **Vice President:**

In the absence of the President the Vice President shall assume the duties of the President. The Vice-President shall be in charge of obtaining corporate, Federal County, and city support. The Vice-President shall also take care of all gate receipts and paying the days' officials from the gate receipts. The Vice-President shall also check the post office box and be responsible for making sure that all mail is correctly distributed. The Vice-President will be responsible for securing and maintaining funds in the Dolphin's safe. Vice President cannot be head coach.

### **Secretary:**

The secretary shall keep a record of the minutes and attendance of each meeting of the organization. The secretary shall be the custodial off all its records, reports, and other documents. The secretary shall be responsible for correspondence. Secretary can be head coach.

### **Treasurer:**

It is the duty of the Treasurer to receive and keep all records of funds belonging to the organization and to pay all approved expenditures and invoices approved by the Executive Board. The Treasurer shall deposit all monies in excess of \$500 by the next business day. The Treasurer shall submit a financial statement to the Executive Board each month. Said financial report shall be a detail of all receipts and expenditures. The Treasurer shall submit an annual financial report during the February Executive Board meeting. The bank account shall require two signatures, the President, Vice-President of the Treasurer on each check. The treasurer will also maintain the sales tax. Treasurer cannot be head coach.

### **Field Director:**

The Field Director will act as the Sergeant of Arms at all Executive Board meetings. The Field Director is also in charge of the field and field preparation. This shall include:

- Installing and removal of restraints of fences
- Coordination with City officials for field maintenance and stropping, and installing a removal of goal posts
- Directing of field clean up
- Field Director can be head coach

**Cheerleading Director:**

The cheerleading Director shall oversee the selection process for cheerleading coaches for each team. The Cheerleading Director shall be responsible for bringing all cheerleading issues to the Executive Board. The Cheerleading director will be responsible for all cheerleading activities, and all girls' registration records. The Cheerleading Director will be the Cheerleading Conference Trustee. Head Cheerleading Director cannot be head coach.

**Football Director:**

(Same responsibilities as the Cheerleading Director but for football can be a head coach)

**Publicity Director:**

The Publicity Director shall see to it that proper coverage of the organization is made public and shall select assistants for each team to help in team coverage. The Publicity Director is responsible for the yearbook and newsletter. Publicity Director can be head coach.

**Fundraising Director:**

The fundraising Director is responsible for purchasing and sales of team paraphernalia, and maintaining fundraising room. The Fundraising Director is responsible for keeping up to date records of expenditures, receipts and inventory and report at all Executive Board meetings. Fundraising Director cannot be head coach.

**Concession Director:**

The Concession Director shall be responsible for ordering and purchasing all food and supplies for the concession stand. The Concession Director is responsible for keeping up to date records of expenditures, receipts and inventory at all Executive Board meetings. Concession Director cannot be head coach.

**Assistant Concession Director:**

The Assistant Concession Director will assist the Concession Director as needed. Assistant Concession Director cannot be head coach.

**Football Equipment Director:**

The Football Equipment Director is responsible for the purchasing maintaining inventorying and storage of all equipment and uniforms. The Football Equipment Director is responsible for issuing all football equipment and should coordinate the return of said equipment. An inventory of all equipment should be maintained and reported twice a year. Football Equipment Director cannot be head coach.

**Cheerleading Equipment Director:**

Same responsibilities as the Football Equipment Director Cheerleading Director cannot be head coach.

**Assistant Cheerleading Equipment Director:**

Same responsibilities as the Assistant Football Equipment Director Cheerleading Director cannot be head coach.

**Event Coordinator:**

The Event Coordinator is responsible for coordinating all fundraising events with regards to Plant City Dolphin Youth Football and Cheerleading, Inc, events to include dances. Event Coordinator can be head coach.

**Working Board Representative:**

The Working Board Representative will coordinate the feeling and opinions of the Working Board to the Executive Board. The Working Board Representative will be responsible for obtaining and coordinating all volunteers and conduct all Team Mom meetings. Working Board Representative cannot be head coach.

**Assistant Football Director:**

The Assistant Football Director will assist the Football Director as necessary. The Assistant Football Director, the Alternate Football Conference Trustee. In the event the Football Director resigns, the Assistant Football Director will assume the position of Football Director. The Assistant Football Director is to also assist the Field Director as needed and this position can be a head coach.

**Assistant Cheer Director:**

Same duties as Assistant Football Director with exception of assisting Field Director. Assistant Cheer Director cannot be head coach.

**Corporate Fundraising Director:**

The Corporate Fundraising Director is responsible for conducting fundraising activities with respect to corporate and business interest. Corporate Fundraising Director can be head coach.

**Webmaster:**

The Webmaster is responsible for maintenance of the Plant City Dolphins website and all social media outlets. Webmaster can be head coach.