

W.O.Y.F.C.A. Board Positions
And Volunteer Commitments

President:

- Presides at all meetings.
- Appoints a chairperson and members of all committees.
- Appoints a member to assume the duties of a vacant board or coaching position, with the exception of the President's position, until the next regularly scheduled meeting of the organization occurs for which a special election can be held.
- Represents the organization at meetings of outside groups or individuals.
- Signs checks with the Treasurer for approved expenditures only.
- Maintains and follows W.O.Y.F.C.A by-laws and policies & procedures.
- Invests in soliciting and maintaining relationships with Sponsors/ Donors.
- Assist in whatever capacity capable at times of Organization need.

Vice-President:

- Presides over all meetings when the President is unavailable.
- Assists in appointing a chairperson and members of all committees.
- Assists in appointing a member to assume the duties of a vacant office or coaching position, until the next regularly scheduled meeting of the Corporation occurs for which a special election can be held.
- Represents the Corporation, along with the President, at meetings of outside groups or individuals.
- Signs checks with the Treasurer for approved expenditures only.
- Assists in Maintaining and follows W.O.Y.F.C.A By-laws and policies & procedures.
- Assists in soliciting and maintaining relationships with Sponsors/ Donors.
- Assist in whatever capacity capable at times of Organization need.

Secretary Duties:

- Records, prepares, maintains and provides the minutes of all meetings.
- Prepares and signs correspondence as designated by the President.
- Provides a membership attendance sign-in sheet at each meeting.
- Manages Communications within the community (schools, media, space requests, outside vendors.)
- Coordinates with Treasurer over specific equipment/uniform orders.
- Assists in managing spirit wear sales and distribution.
- Maintains records of coaching applications, background checks, and required trainings.
- Assists in Maintaining and follows W.O.Y.F.C.A By-laws and policies & procedures.
- Assists in soliciting and maintaining relationships with Sponsors/ Donors.
- Assist in whatever capacity capable at times of Organization need.

Treasurer:

- Acts as custodian for all funds.
- Sets up and maintains proper bookkeeping records.
- Issues authorized checks for approved expenditures only.
- Deposits all cash receipts account in a convenient bank.
- Prepares and reads all financial reports at all meetings.
- Oversees specific equipment/uniform orders.
- Assists in managing spirit wear sales and distribution.
- Assists in Maintaining and follows W.O.Y.F.C.A By-laws and policies & procedures.
- Assists in soliciting and maintaining relationships with Sponsors/ Donors.
- Assist in whatever capacity capable at times of Organization need.

S.M.Y.F.L. Representative:

- Attends monthly board meetings.
- Acts as liaison between the corporation and the Southern Maine Youth Football League (S.M.Y.F.L.).
- Represent W.O.Y.F.C.A. at all SMYFL meetings.
- Coordinate season competition schedule.
- Insure that the corporation is informed on any changes to S.M.Y.F.L. regulations.
- Ensures submission and updates of S.M.Y.F.L required team rosters.
- Assists in Maintaining and follows W.O.Y.F.C.A By-laws and policies & procedures.
- Assists in soliciting and maintaining relationships with Sponsors/ Donors.
- Assist in whatever capacity capable at times of Organization need.

Snack Shack Coordinator:

- Attends monthly board meetings.
- Supervise all operations of the snack shack including the gate.
- Ensure proper staffing of snack shack for each event with the assistance of the coordinators of each program.
- Ensure proper amount of supplies are procured for each event with the assistance of the coordinators of each program including, but not limited to, purchases and donations.
- Ensure all snack shack policies and procedures of the High School Boosters are followed.
- Work with Treasurer to ensure proper handling of all funds.
- Assists in soliciting and maintaining relationships with Sponsors/ Donors.
- Assist in whatever capacity capable at times of Organization

Coordinators:

- To represent their program at monthly meetings and W.O.Y.F.C.A. events.
- Serves as executive assistant to the President and carries out those duties assigned to them by the President as relates to the coordinating program.
- Works with the respective coordinators to coordinate the work of all committees.
- Serves as a liaison between parents/guardians, coaches, teams and the Board for their respective programs.
- Maintains a complete file on all correspondence including player registrations.
- Present at practices and games (a majority) to support coaches and families with questions and concerns.
- Communicate with head coach around practices/games/updates/etc.
- Communicate with team, parents, coaches with updates, schedules etc.
- Coordinate team volunteers for both home and away games and any extra W.O.Y.F.C.A. events. (HS Vet Game, Banquet, Showcase, etc.)
- Assist coaches in managing team/parents sideline behavior (snacks, provide waters, support players, parents when needed.)
- Maintain team social media pages with information or events that directly benefit W.O.Y.F.C.A's mission.

Head Coaches:

- Represent their program at all the meetings and report to W.O.Y.F.C.A. all their program needs.
- To set up team rosters and practice and game schedules.
- Ensure that all equipment and fields are maintained in a safe fashion.

- Keep his or her coaching staff maintained and trained.
- Give direction to his or her program for the running of the team.
- Keep up with all rule changes and stay within the program guidelines.
- Inventory all equipment at the end of the year and present a list of needed items by the December meeting.
- Present to W.O.Y.F.C.A. a budget by the May regularly scheduled meeting.
- Ensure the safety of all athletes in their program.
- Act as a good role model for all athletes through actions and language.
- Head coaches shall be responsible for nominating assistant coaches in their respective program. The Head Coach shall present potential coaches to the Board for approval. If an assistant coach should leave, it will be up to the Head Coach to present a replacement to be voted on by the Board.
- It is the responsibility of the Head coaches to assign a parent/guardian for the position of Team Mom or Dad, if they so desire.
- It is the responsibility of the Head coaches to ensure that the coaching staff is appropriately dressed with game attire. At a minimum, the coaches shall wear the W.O.C.S.D. school colors in the event the Board is unable to fund attire.
- It is the responsibility, along with the assistance and support of the Board, to determine the best course of action in the event the program team size surpasses the capacity with regards to the number of players as defined by S.M.Y.F.L.
- Work with respective W.O.Y.F.C.A. coaches/ coordinators to coordinate the work of all committees and meet organization goals.