



President

Voting member - 3 year term

We are looking for an individual who has strong organizational and leadership skills that will be able to oversee the entire board and help guide the organization in the best direction possible. This individual will be heavily involved in all aspects of the organization in regards to daily, weekly and monthly operational and budgetary activities.

Responsibilities may include but are not limited to the following:

- Manages SCJC gmail account daily and forwards all emails
- Attends all NYFL meetings and preseason roster exchanges for football and cheer (NYFL cheer meetings are the first Sunday of the month, football meeting are the first Monday of the month)
- Manages and maintains all filings with the state and IRS regarding 501(c) status; works with treasurer in regards to annual filings
- Sets yearly board meeting dates (yearly schedule is due at first board meeting in Jan.). Board meets at least once every month.
- (March) Sets a Parent Information session/meeting for parents of athletes to take place in the spring.
- Collects a job responsibilities outline from each board member for the season that includes tentative dates and an anticipated budget request
- Work with VP to set camp dates and communicate when parents can register on TeamSnap
- Schedules all camp, practice, and game dates/times and locations/facilities for both cheer and football through RCS (RCS facility rental contact #, and RARA field rental #)
 - RCS takes field and gym rental requests starting in June
 - NYFL will provide game day schedule at the end of July; contact RCS when FINAL schedule is released from NYFL
 - Shares dates with SCJC families as soon as they are announced
 - Shares with VP to add dates and locations to TeamSnap
 - Shares with Director of Communication and Technology to add dates and locations to website and social media
- Creates recruitment plan with VP
- Compiles an "SCJC End of Season Report": collect individual end of season reports from every board position- including things that need to be added or edited to their job, collect all roster exchange binders from GMs, collect financial report from treasurer, uniform and equipment update from GMs
- Updates this document before the next season starts in January
- Updates the Cougar Commitment Contract with VP
- Organizes files in SCJC Google Drive