



Vice President

Voting member - 3 year term

We are looking for an individual who has strong organizational and leadership skills that will be able to assist in overseeing the entire board and help guide the organization in the best direction possible. This individual will be heavily involved in assisting 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:

- Works closely with President to assist in various tasks essential to the success of the organization
- Manages All TeamSnap Profiles
 - Sets up registration to go live in February
 - Updates the TeamSnap calendar as needed (Monthly and Weekly)
- Works with the Director of Events & Treasurer to set up an RSVP reservation and payment for any extra curricular events (golf outing, the end of year banquet)
- Coordinates with President, Directors of Football and Cheer to set camp dates and create registration on TeamSnap
- Works with the Director of Football, Spiritwear Coordinator, and using Google forms, collects names and sizes from each parent for their athletes' camp gear, backpack or hoodie; after teams are built in TeamSnap.
- Organizes and distributes football toolkit and medical kits for GMs and coaches
- Updates Football and Cheer docs to be posted on the website for the upcoming season. Manages paperwork checklist and assure all pricing is communicated for the season on these documents.
- Manages raffle tickets/event
- Coordinates with Directors of Football, Cheer and Team Moms to collect all cheer and football paperwork for game day binders
- Support Directors of football and cheer with game day necessities
- Creates recruitment plan with president
- Updates the Cougar Commitment Contract with president