

Chino Hills Junior All American Football and Cheer ELECTION – 2009

- President:** Presides over all meetings of this Chapter and its Board of Directors. Attends monthly conference meetings or provides a substitute. Oversees all activities as they relate to the Chapter. Appoints various positions in the Chapter for Board approval. Prerequisite: Must have served as an active member of the Board for at least one year.
- Commissioner:** Works side-by-side with the President and will administer the rules of the Chapter and Conference as it pertains to players and coaches. Prerequisite: Must have served as an active member of the Board for at least one year, and have football knowledge.
- Secretary:** Will keep accurate records of each Board Meeting and distribute a printed copy of minutes to each Board Member for approval. Will assist the President with any correspondence and keep a permanent correspondence record.
- Cheer Coordinator:** To coordinate and be responsible for all actions and activities of the Cheer program. To work with the President on all activities relating to Cheer. To recruit cheerleaders, coaches and team parents. To represent the Chapter at Conference Meetings.
- Ways & Means:** Will coordinate all fundraising activities. Must present a fundraising forecast to the Board of which fundraisers would be feasible and their costs. Will coordinate Sponsorship collections and awards.
- Publicity Director:** Will coordinate and be responsible for all contacts with the teams and the news media with the approval of the President. Will coordinate all publicity that the Chapter needs. Will establish and update web site on a weekly basis of changes throughout the conference to include, schedule and weekly team stats.
- Recruitment Director:** To coordinate registration of Football and Cheer players. To work with Publicity Director on properly publicizing Registration.
- Equipment Director:** Will keep an accurate account of all equipment issued to each team and each player. Will keep an inventory of all equipment, will be responsible for issuing, collecting, repairing all equipment of Chapter. Will obtain bids for purchase of new equipment or repair.
- Team Parent Director:** Will coordinate the actions of the Team Parents. Schedules team snack bar duties, organizes team picture day and secures team/sponsorship awards. Ensures Team Parents are organized and League communication reaches all parents.
- Food Service Director:** Coordinate team snack bar duties with the Team Parent Director, Coordinate all snack bar duties at community park and home games. Responsibilities include set-up, food procurement, staffing, and accounting for all inflows and outflows of financial transactions.
- Field Director** Secure game and practice field space from the City and the School District. Responsible for all contracted documents for field usage. Coordinate with Chapter Commissioner the scheduling of scrimmages, home games, field set up.

**Interested in a position, but have questions?
Come to the CHJAAF Board informational meeting on
Monday Oct 20th 7pm at the Chino Hills Community Center
next to the library.**

**Get involved in your League!
Make a difference in your Son's or Daughter's experience!**