

**EXECUTIVE VICE PRESIDENT:** The Vice President shall, in the absence of the President, perform all the duties and have all the powers of the President. He/she shall also have such other powers and perform such other duties as shall be assigned to him/her by the Board.

**TREASURER:** The Treasurer shall be responsible for maintaining the corporate financial records. The Treasurer shall be bonded by the organization. His/her duties shall be such as are implied by name. He/she shall furnish, prepare and keep a full set of books of account, showing every detail of the Corporation activities and accounts and all receipts and disbursements of every name and nature and the amount of cash on hand and money owed by the Corporation or owed to it, and any other such information as may be in the judgment of said Treasurer, pertinent or such as may be required by the Board of Directors. A complete financial statement shall be prepared and provided to the President not earlier than one (1) month, and not later than seven (7) days prior to the General Membership Meetings, and shall give summary financial reports at monthly board meetings. At the end of the November elections, the out-going President shall appoint an Audit Committee with the approval of the Board of Directors, consisting of two (2) current Board Members and two (2) incoming Board Members to audit the financial records.

**CHEER DIRECTOR:** The Director of Cheer shall investigate and report to the President all complaints regarding girl's Head Cheer coach and assistants. Said complaints must be submitted in writing in duplicate to the Director of Cheer for review by the Board of Directors.

He/she shall assist the cheer coaches in a training program for cheerleaders, half-time shows and homecoming.

**SITE COORDINATOR:** The Site Coordinator shall act as liaison office to any conference in which the Corporation participates. He/She shall be responsible for obtaining permits for practice fields, game fields, and arranging medical requirements. He/She shall supervise team managers and carry out such other duties as the Board of Directors relative to the Corporation business arrangements. He/She shall handle all insurance matters for the League and act as a liaison between the members of GLBPW and the Conference Insurance Coordinator. In addition, the Site Coordinator will manage the day-to-day operations of the practice and game sites.

**SECRETARY:** The Secretary shall maintain the corporate record which shall include the following. Copy of all minutes including those of committees, copy of all treasure reports, copy of all board attendance records, copy of budget and follow-up reports, copy of all resolutions numbered for reference. He/She shall keep the minutes of all meeting of the Board of Directors. He/She shall serve all notices required by law or the By-Laws of the Corporation. In case of his/her absence, refusal or inability to act, any member whom the President may direct may perform his/her duties. He/She shall notify all Board of Directors prior to any meetings requiring their presence. He/She will also take care of all correspondence and public relations for the League.

**FUNDRAISING DIRECTOR:** The Fund Raising Director is responsible for any sales conducted by the league to raise money for the season. Both football players and cheerleaders will participate in the league fund raising campaign to be completed by September each year. In addition, the Fundraising Director shall conduct and obtain sponsors for the league along with working with the PTY Director to secure ads for the yearbook.

**LITTLE SCHOLARS DIRECTOR:** The Little Scholars Director shall be responsible for obtaining report cards from each team member. He/She shall be responsible for the distribution and collection from each eligible team member the Conference Little Scholar Application form. He/She, in conjunction with the President, shall be responsible for the evaluation of each submittal and recommendation to participate in National Conference.

**AUXILIARY DIRECTOR:** The Auxiliary Director shall be responsible for the overall operations of the snack bar and merchandise sales. He/She will stock the snack bar for game days and maintain an accurate inventory. He/She shall submit a menu and price list to the Board of Directors prior to the first game for approval. He/she shall be responsible for procuring bids for new merchandise as required and submit to the board by April. He/She will coordinate the work schedule for snack bar with the individual Teams.