

Fremont Football League

Board of Directors Job Descriptions

President	This person is elected or appointed to serve as the leader of the youth football organization. It requires someone who is fundamentally sound in leading a group of adult volunteers to ensure a positive youth football experience for players, coaches, game officials and parents. They work with individuals on the Board of Directors to ensure the league is operating with financial stability and in good standing with the community.
Vice President	This person's role is largely determined by the duties delegated by the president. As such, they should be able to take on delegated tasks and see them through to completion. The vice president also serves the president's role if that person is absent.
Treasurer	This person assumes the responsibility for the financial arm of the organization. Those duties may include: preparing checks for signature, or co-signature by two directors, as directed by the organization's bylaws, dispensing league funds as approved by the board of directors, providing reports on the status of the league's funds, maintaining financial records, and preparing league/season budgets.
Secretary	This person's role requires a highly-organized individual who communicates important messages throughout the organization. The secretary typically assists with the registration process, records meeting minutes, is responsible for sending out notices of meetings and maintains a record of league's activities.
Cheer Director	This person is responsible for overseeing, and directing the league in, all matters concerning cheerleading.
Athletic Director	This person is responsible for overseeing, and directing the League in, all matters concerning the general operation of the contact football program. This includes the development of coaches within the organization to ensure a better, safer experience for every player, all facets of the league registration process and player assignment, securing facilities, and ensuring the smooth function of teams.
Flag Director	This person is responsible for overseeing, and directing the League in, all matters concerning the flag football program.
Rules Coordinator	This person works with the President, Cheer Director, Athletic Director and other Board Members in the development and updating of the League's Rule Book and Bylaws.
Fundraising Director	This person is responsible for working with fundraising partners to ensure the success of initiatives that meet the organization's financial goals.
Webmaster	This person is responsible for overseeing all content associated with the organizations website and online platforms. This includes its registration system, rosters, schedules, directions, social media and overall content strategy. It is important that this person is always informed on all matters related to the league.
Sergeant at Arms	This person is responsible for ensuring timeliness and control at all League meetings.