



# Board of Directors

## Job Description

### President

#### **Objective:**

The President has the authority, subject to the control of the Board of Directors, to execute on behalf of the club, deeds, contracts, and other legal instruments. The President is the chief administrative officer with responsibility and commensurate authority to manage and direct the club under policies described by the By-Laws and by resolution of the Board of Directors.

The President is responsible for presiding over all membership meetings, is chairperson of the Board of Directors, presents an annual report of the work of the organization at each annual meeting, ensures that all books, reports and certificates, as required by law, are properly kept or filed. The President, in absence of duty selected designate, shall represent the NCJJFA with GEJFA.

#### **Responsibilities:**

- Establish an annual action plan including timeline for Board of Director execution.
- Provide a vision for the association and always be looking for innovative ways to enhance NCJJFA both on and off the field of play.
- Sign all legal documents with the Secretary.
- Appoint all Committees and perform all duties pursuant to the office of the President.
- Request a monthly and quarterly report from the Treasurer to be presented to the Board.
- Implement, update, and maintain the organization bylaws and charter.
- Manage and resolve board disciplinary actions.
- Manage and resolve all member complaints.
- Set the date, time, and location of all member and Board meetings. Notification of Board meetings may be delegated in any way the President deems best to ensure that the largest number of members is reached.
- Plan, attend and oversee all board meetings.
- Create and maintain a mutually respectful working relationship with NCJJFA/ GEJFA Officers and Board of Directors, as well as the NCHS Head Football Coach, coaching staff, Boosters Club and Athletic Director.
- Attend and represent the NCJJFA at GEJFA meetings and events.
- Communicate pertinent association and league rulings/information to association members and the NCJJFA Board of Directors.
- Establish and maintain positive publicity for the organization.
- Ensure legal affairs, books, permits, insurance, etc. are in good order.
- Oversee all fundraising and marketing activity.
- Act as liaison during all grievance and appeals hearings ensuring that the proper process is followed.
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the Secretary.
- Act in accordance with the mission and values of the organization, as a representative of the NCJJFA associated in the community.
- Perform other duties as requested by the Board.
- Continually review and modify any necessary changes to this job description to keep it up-to-date and provide those changes to the Secretary to update the master file.