



# Board of Directors Job Description

## Vice President

### **Objective:**

In the absence of the President, the Vice President (VP) shall perform all duties of the President and when so acting, shall have all the authority of the Presidency. In case of a vacancy in the Presidency, the Vice President shall automatically succeed to that office and serve for the unexpired term.

The VP oversees all internal activity and provides leadership. This position is responsible for, but are not limited to, coordinating all functions of the program: oversee committees, coaches selection, team formation, certifications, coaching clinics, equipment purchases, monitoring staff for rule compliance, and day-to-day operations of the program. She/he will be responsible for procuring bids for uniforms and equipment and presenting bids to the board for final selection. The VP is responsible for promoting, coordinating and the day-to-day management of the club's Flag Football program.

### **Responsibilities:**

- Assume presidential duties, in President's absence or to completely assume role as president in the event the President resigns.
- Implement and oversee NCJJFA objectives.
- When necessary, stand in for the NCJJFA President at meetings, etc.
- Attend community relations functions as appropriate.
- Attend all ad hoc and special committee meetings as appropriate.
- Oversee the annual uniform and equipment procurement process, interacting with vendors, negotiating prices, presenting recommendations to the Board and resolving any issues with the vendor as needed.
- Manager the Flag Football program, to include but not limited to, coaches recruitment and selection, market and promote the program, registration, field scheduling, uniform selection, reporting on progress to the Board, attend practices and games to support the program and be available for parents, etc.
- Interface with volunteers to include, Coaches, Field Managers, General Managers, etc.
- Perform other duties from time to time which may be assigned by the President.
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or 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 prescribed 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.