



Temecula Valley Pop Warner Board of Directors - Job Descriptions

PRESIDENT (Two-Year Term – Elected in Odd Number Years)

- Oversees all business of TVPW and presides over all board meetings held 2 times each month.
- The President also represents TVPW at Palomar Conference and is required to attend Conference Meetings which are held 1 time each month or more if needed and reports back to the board all pertinent information presented at those meetings.
- Attends meetings with the City of Temecula and School District to secure practice and playing field assignments.
- Enforces rules, regulations and policies to ensure conformance with Conference and National policies.
- Must be available to oversee our home field on each game day. Is generally responsible for the overall well-being of the Association.

VICE PRESIDENT OF FOOTBALL (Two-Year Term – Elected in Even Number Years)

- Works closely with President and is 2nd in command if President is not present.
- Represents TVPW at Conference meetings if President cannot attend.
- Oversees Pop Warner Little Scholars Program.
- Manages all Business Managers.
- Coordinates all trophy orders.

SECRETARY

- Records the proceedings of all meetings, prepares minutes to be presented at each board meeting.
- Manages and oversees apparel development, demand, and business.
- Files, and maintains records for all injuries, and insurance information.
- Maintains permanent record of all TVPW business.
- Coordinator for Photo Company, Picture Day, and Distribution of Photos.

TREASURER (Two-Year Term – Elected in Odd Number Years)

- Collects and disburses all funds received or generated by TVPW and reports financial status to the Board at the regularly scheduled meetings.
- Maintains all books of accounts, checkbook and other financial records, generates and files all tax records required by Government agencies.
- This position requires knowledge of accounting procedures and experience using Quickbooks.

VICE PRESIDENT OF CHEER (Two-Year Term- Elected in Odd Number Years)

- Oversees the cheerleading program as the cheer representative.
- Attends Cheer Conference Meetings and works closely with the President.
- Organizes practices, uniforms, training clinics and competition.
- Organizes educational clinics, on-line courses, mentor programs, etc. to ensure the coaches have all tools necessary for them to increase their coaching
- Coordinates all background checks for all cheer staff.
- Responsible for certification of cheer rosters and personnel.
- Enforces rules, regulations and policies to ensure conformance with Conference and National policies.
- Must have one year experience in the TVPW cheer program.

CHEER PLAYER AGENT / TREASURER

- Oversees cheer programs and acts as the cheerleader's representative for all divisions.
- Organizes registrations, prepares team books, and prepares official rosters, subsequent roster changes.
- Collects and disburses all cheer funds received or generated, and reports financial status to the Board at the regularly scheduled meetings.
- Maintains all books of accounts, checkbook and other financial records for the cheer account only.

FOOTBALL PLAYER AGENT (Two-Year Term – Elected in Even Number Years)

- Oversees the football program and acts as the football players' representative for all tackle football divisions.
- Organizes registration, physical examinations, preparation of official rosters, and preparation of team books and ensures certification of players and football staff.
- Enforces rules, regulations and policies to ensure conformance with Conference and National policies.
- Requires use of your own PC, a good working knowledge of Excel and many hours per week during the months of July and August. Must have good oral and verbal communication skills.

FLAG PLAYER AGENT

- Oversees the flag football program and acts as the flag football players' representative.
- Organizes registration, physical examinations, preparation of official rosters, and preparation of team books and ensures certification of players and staff.
- Enforces rules, regulations and policies to ensure conformance with Conference and National policies.
- Requires use of your own PC, a good working knowledge of Excel and many hours per week during the months of July and August. Must have good oral and verbal communication skills.

EQUIPMENT MANAGER

- Responsible for inventory of all equipment for TVPW.
- Provides inventory list to the Board at the beginning and end of the season.
- Purchases equipment necessary with the approval of the Board.
- Schedules times for issuing and return of equipment for teams.
- Must be present during practice times to handle any equipment issues.
- This position cannot be a member of any staff for football or cheer

FIELD DIRECTOR

- Ensures that home playing field is set up for home games every Saturday during the season of play and all necessary equipment is in good condition.
- Responsible for procuring field items as necessary.
- Ensures fields are broken down properly at the end of each Saturday and equipment is properly stowed.
- Must have the ability to transport all field equipment to and from the fields of the day.

COACHES REPRESENTATIVE

- Responsible for collecting coaching applications, ensuring background checks and yearly certifications are conducted, arranges interviews for Head Coaching positions.
- Liaison between the Board and the Coaching staff.
- Responsible for reprimands against any coaching staff.
- Works closely with the Player Safety Coach.

PLAYER SAFETY COACH

- Organizes educational clinics, on-line courses, mentor programs, etc. to ensure our coaches have all tools necessary for them to increase their coaching skills.
- Main contact for the “Heads Up” football program. Responsible to instill and teach the proper tackling techniques to all coaches.
- Other duties, to backfill for any equipment and field director if help is needed.
- Must have knowledge of the Twitter, Facebook, and email that is required for the “Heads Up Tackle Program”.
- Will work as the assistant Equipment Manager and Field Director as needed

WEB MASTER/PUBLICITY DIRECTOR

- Responsible for ensuring that all pertinent General Information is readily available on our website, updates that information as needed and ensures media ads are placed as deemed necessary by the board.
- Works with the VP to coordinate team sponsorships for team sponsor’s plaques and ensures team’s sponsors logos are on the website in a timely manner.
- Responsible for contact with public newspapers, magazines for flyers, and other advertisements.
- Daily maintenance on Social Media. TVPW has accounts on Facebook, Instagram, and Twitter. Basic Social Media knowledge is necessary.

TEAM PARENT COORDINATOR/FUNDRAISING

- Responsible for organizing and coordinating all fund raising efforts for the league; Carnival, Dining Out Nights, Golf Tournaments...
- Liaison between Board and Team Parents – compiles and disburses information and communication.
- This position is responsible for keeping the registration cost down, so fundraising and sponsorships for the league is pertinent.
- Must have good oral and verbal communication skills.

CONCESSIONS COORDINATOR

- Responsible for the operation of the Snack Bar - such as inventory of all items including equipment and restocking of food and drinks for sale.
- Oversees team volunteers during hours of operation.
- Oversees vendors that sell at any event, including Saturday Games.
- Works closely with Secretary on apparel sales that are sold in the snack bar.

MEMBER AT LARGE

- Their attendance at meetings is not mandatory and they will not have voting rights
- Saturday field support
- TVPW Event support