

JOB DESCRIPTION  
AUXILIARY BOARD MEMBER

Objective: Responsible for supporting special and short-term projects and events for the SVJFAC.

Responsibilities:

- Organize, manage, and support recognition events. Trophies, Board Service Recognition.
- Attend monthly board and general Association meetings.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Organize and manage Cash Bash.
- Organize additional fundraisers, as determined by the Executive Board.
- Form fundraising committees, as needed.
- Organize and submit a budget.
- Support Vice President in the recruitment of businesses for Sponsorship (capital campaign, signs and donations)
- Support the Vice President in the organization of game day event sponsors.
- Support the Vice President in making sure signs are up/down on fences for the season.
- Consider products and styles for apparel sales and establish reasonable price points.
- Must monitor closely and report on all financial matters relating to apparel sales, including purchase inventory, revenues and profits/losses by product line monthly, year to date and annually.
- Institute, document, monitor and emphasize best practices for the role.

Skills Required: Communication, Interpersonal, Delegation, Organizational, Computer