

JOB DESCRIPTION
VICE PRESIDENT

Objective: To support the management and coordination of the SVJFAC.

Responsibilities:

- In the absence of the President, leads the Board of Directors' and General Association meetings.
- Member of all standing and ad hoc committees.
- Coordinate the interaction between the Association and other organizations with which the Association has affiliations. Examples: Cranberry Township Parks & Recreation, CTAA, SV Varsity Football, SV Soccer Association, SV Cheerleading Boosters.
- Facilitate communication between various entities of the Association including: Committees, parents, coordinators and Board of Directors.
- Recruit business Sponsorship (capital campaign, signs and donations)
- Organize game day event sponsors.
- Make sure signs are up/down on fences for the season.
- Work with Coordinators and President to schedule field usage reservations through the Township for practices and games.
- Attend all Board and General Association meetings.
- Manage the discipline process with and between all parties participating in the SVJFAC programs.
- Support annual and special fundraising campaigns.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Institute, document, monitor and emphasize best practices throughout the association.

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