

## BJT Positions and duty descriptions

President	General control of the team's affairs and business. Attend all board meetings. Sign and execute all contracts, obligations and undertakings on behalf of the team.
Vice President	Fill in for the president during the Presidents absence. Helps the rest of the board where necessary.
Secretary	Attend and keep minutes for all BJT meetings of the Executive committee. Serve notices and mailings for the team. Take charge of books, documents, and papers as delegated by the Executive board. Keep all team records and information.
Treasurer	Maintain custody and records of the team funds. Endorse on behalf of the team for collections, checks, notes and other obligations and deposit the same into the BJT account. Sign all receipts and vouchers and countersign all checks for the team.
Fundraiser	Responsible for all fundraising activities that the team may undertake. This will include investigation of suppliers of goods and services and various scheduled activities.
Coaching Director	Keep all coaches informed of the rules and regulations, league activities and by-law changes. Act as coach – parent liaison, and coach's emissary. Meet with coaches on regular basis. Assist the league rep. Recruit coaches and establish uniforms for coaches. This position cannot be held by a coach.
Equipment Manager	Inventory, hand out, accept returns, and make recommendations for equipment.
Pom/Cheer Director	Keep all advisors/teachers informed of rules and regulations, league activities and by-law changes. Act as advisor/teacher – parent liaison and emissary. Meet with advisors/teachers on regular basis. Inventory, hand out, accept returns, and make recommendations for equipment. Recruit advisors/teachers and establish uniforms for advisors/teachers. Maintain Cheer Pom records and information.
League Rep	Attend all league meetings and functions. Keep Executive committee informed of all league changes, updates, and activities. Assist secretary with necessary league correspondences such as contracts, league by-laws, rules and regulations, league meeting minutes. Member at Large Assist the team and executive committee in whatever capacity needed for the best interest of the team.
Financial Secretary	Keep clear and accurate records and deposit incoming funds. Keep cash box on hand for activities requiring immediate money. Work closely with treasurer. Keep up to date accurate financial statements.
Dir. of Pub. Relations	Responsible for positively promoting the team in all activities. Report games, activities and pictures to the local newspapers.
Dir. of Field Maint.	Responsible for maintenance, upkeep, and painting of the field. Responsible for pregame setup and post game cleanup and tear down. Ensure that help is recruited for game day duties and ambulatory services.
Dir. of Concessions	Responsible for concession stand activities and recruiting volunteers to ensure the concessions remain open during home games.
Member At Large	Responsible for end of the year banquet. Organize and order appropriate items.