

# KELSEYVILLE YOUTH FOOTBALL LEAGUE

A Non Profit 501(c) 3 Corporation

## Executive Board Member Application

PLEASE FILL THIS OUT COMPLETELY FOR REVIEW BY NOMINATING COMMITTEE  
 Applications can be mailed to PO BOX 1281 Kelseyville CA 95451

APPLICANT INFORMATION			
Last Name		First	Middle
Street Address			Apt#
City		State	ZIP
Phone		E-mail Address	
Date of Birth	Social Security No.		DL State & No:
Position Applied for (select only one): <input type="checkbox"/> President <input type="checkbox"/> Vice- President <input type="checkbox"/> Treasurer <input type="checkbox"/> Football Director <input type="checkbox"/> Cheer Director <input type="checkbox"/> Secretary			
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three references.</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

<b>EMPLOYMENT</b>			
Company		Phone	(    )
Address		Supervisor	
Job Title			
Responsibilities			
May we contact your supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>ADDITIONAL SKILLS, CERTIFICATES, QUALIFICATIONS FOR THIS POSITION</b>			
<b>REASON APPLYING FOR THIS POSITION</b>			
<b>DISCLAIMER AND SIGNATURE</b>			
I certify that my answers are true and complete to the best of my knowledge.			
I understand that false or misleading information in my application or interview may result in my ineligibility in an election.			
I understand that Sierra Youth Football League is required to and will conduct a background check on me, which includes a review of criminal history records, sex offender registries, prison offender records and address history.			
I also understand that if elected/appointed, my position is conditional upon the league receiving no inappropriate information on my background check.			
Signature			Date

Please email this application to [kelseyvillechiefs@gmail.com](mailto:kelseyvillechiefs@gmail.com)  
or mail the original (with signature) to:  
PO BOX 1281 Kelseyville CA 95451

## **Board Responsibilities**

### **1: President**

- a. Shall oversee all Organization activities.
- b. Shall preside over and schedule all Organization meetings, assign duties to Board members, appoint committees, and countersign any orders.
- c. Shall be given authority to take prudent and reasonable action in circumstances not covered within these By-Laws.
- d. Shall oversee the Organization's representative League.

### **2: Vice President**

- a. Shall succeed to the powers of the President in the Presidents' absence.
- b. Shall organize and conduct registration activities for the Organization.
- c. Shall assume the duties of any Board position that is vacant.
- d. Shall assume the duties of and Board Member who is unable to perform his/her duties.

### **3: Treasurer**

- a. Shall manage all Organization money, maintain necessary bank accounts, record and pay all bills, maintain accurate and current records of the Organization's finances.
- b. Shall retain all purchase orders, invoices, and receipts.
- c. Shall collect any monies due the organization.
- d. Shall present, at all regularly scheduled meetings, a current, written financial report to the Board.
- e. Shall provide ant member upon request a copy of the minutes in a timely manner.

### **4: Secretary**

- a. Shall record the minutes of all meetings and distribute those minutes at the onset to all Board Members, post a copy at the first practice following the Board meeting and at all home games.
- b. Shall attend to all organization correspondence.
- c. Shall keep members aware of upcoming events by printing informational fliers.
- d. Shall post meeting minutes at each game.
- e. Shall provide any member upon request a copy of the minutes in a timely manner.

### **5: Director of Cheerleading Operations**

- a. Oversee staff and coaches
- b. Maintain appropriate files and players binder
- c. Oversee that all coaches ae adhering to all AACCA and competition safety standards
- d. Assist in the distribution of event flyers
- e. Set-up uniform fittings, start and end cut-off date
- f. Ordering of uniforms and pom poms,
- g. Assist planning and preparations for competitions
- h. Secure practice locations, coordinate any camp and clinic and administer coaches meeting and trainings.
- i. Make final determination for cheer team eligibility.

### **6. Director of Football Operations**

- a. Oversee staff and coaches
- b. Maintain appropriate files and players binder
- c. Coordinate game day field preparation (including assuring an medic is on site)
- d. Assist in the distribution of flyers
- e. Assist set-up of gear fittings and distribution, and return

