

ST. JANE'S EXECUTIVE BOARD ROLES AND RESPONSIBILITIES

President (Elected Odd Year)

1. Preside over all meetings of the Executive Board
2. Be an ex-officio member of all committees except the Nominating Committee
3. Be the St. Jane's Parish representative to the CYO District Board of Directors
4. Appoint advisors and coordinators to special committees and other activities as required
5. Be an authorized signatory on CYO checks

Vice President (Elected Even Year)

1. Preside over meetings in President's absence.
2. Keep accountability of all CYO members.
3. Responsible to assure coaches are certified, registered and Parish Board approved
4. Maintain CYO records of the Coaches for Audits
5. Committee Chairperson for the annual Golf Outing
6. Appoint Concession Stand Coordinator
7. Fulfill such duties as advised by the President.

Treasurer (Elected Odd Year)

1. Be custodian of all funds for St. Jane's CYO
2. Maintain accounts
3. Prepare and present an itemized statement of receipts and disbursements for each meeting to the Executive Board
4. Prepare and present an annual report
5. Fulfill such other duties as may be assigned by the President
6. Be an authorized signatory on CYO checks

Athletic Director (Elected Odd Year)

1. Secure coaches and sports coordinators for athletic activities
2. Work with sports coordinators to schedule practices and secure locations for games and practices
3. Work with sports coordinators in maintaining and ordering equipment and uniforms
4. Attend Diocese CYO meetings and communicate any changes to the Executive Board
5. Work with sports coordinators to prepare and present budgets to the Executive Board
6. Fulfill other such duties as may be assigned by the President.

Social Director (Elected Even Year)

1. Responsible for CYO Fundraising activities including Tricky Tray and Golf Outing
2. Responsible for coordination of CYO social activities such as the 8th Grade Communion Breakfast, Easter Egg Hunt, and 7/8th Grade Dances, etc.
3. Manage committees for fundraising and social events
4. Fulfill other such duties as may be assigned by the President.

Financial Secretary (Elected Even Year)

1. Handle all deposits for the CYO.
2. Prepare and present annual operating budget in June
3. Organize the Sports and Activity signups and collect fees.
4. Collect all fees from social and fundraising events
5. Handle financial responsibilities in absence of Treasurer.
6. Fulfill other such duties as may be assigned by the President.

Secretary (Elected Even Year)

1. Record the minutes of the proceedings of the Executive Board Meetings and General Meetings
2. Furnish copies of the minutes to the respective members of the Executive Board.
3. Conduct the correspondence of the Board of Directors, upon request.
4. Conduct the email of the Board of Directors, upon request
5. Prepare and submit the annual CYO calendar of events to the Church Representative for approval
6. Update the calendar on the CYO website
7. Send out notifications of meetings for the Executive Board.
8. Fulfill other such duties as may be assigned by the President.

Concession Stand Coordinator

1. Open and close the stand for events at SJ fields
2. Changing trash bags at the fields after events
3. Stocking bathrooms
4. Bring the change up for the register when opening
5. Arranging pretzel's for the day.
6. Running reports from the day
7. Work with coaches and coordinators to have volunteers work the stand during events