

## **2024 PTYCA Executive Board Positions (Approved Dec 2023)**

### **DUTIES AND OBLIGATIONS OF THE BOARD OF DIRECTORS (APPLICABLE TO ALL POSITIONS):**

- Reports to the Board all matters within her/his knowledge that may affect the Association.
- Role models and upholds the Peters Township Youth Cheerleading Association By-Laws & Codes of Conduct, and all Peters Township Parks and Recreational policies.
- Attends and actively contributes to, **at a minimum of 90%**, all PTYCA Board Meetings and sponsored events.
- Should a board member not meet any of the duties above, the board member will be asked to resign to ensure a high standard is maintained as well as equal contribution and commitment across the executive board at all times.

### **EXECUTIVE BOARD POSITIONS**

**President - MANDI MACIK**

**Vice President - ALANNA FORRISI**

**Treasurer - TRACY RILEY**

**Assistant Treasurer | Fundraising - KIM McLAIN**

**Secretary | Document Coordinator - JENN GANTZER**

**Director of Merchandise - ASHLEE NEWMAN**

**Director of Events - GRETA HEALY**

**Auxiliary At Large - CHRISTINE ANDERSEN**

**Auxiliary Novitiate - N/A**

## **PRESIDENT - MANDI MACIK**

- Presides over all meetings and communications of the Board of Directors and General Association and sees that all orders and resolutions of the Board of Directors are carried out.
- Member of all standing & ad hoc committees.

### *Community Liaison*

- Official representative between the Association and other organizations with which the Association has affiliations and transacts business, such as: Peters Township, Peters Township Parks & Recreation, Peters Township School District and Athletic Department, Peters Township Junior Football Association, etc.
- Liaison to Peters Township Parks & Recreation Director, including all scheduling of practices and other sponsored events that occur at Peters Township facilities or fields.
- Serves as official representative of the Association at meetings and as signature authority.
- Attends and represents PTYCA at Peters Township Parks & Recreation Board Meetings or in written communication with the PT Parks & Recreation board, as needed.
- Serves as liaison to Peters Township Junior Football Association (PTJFA) to coordinate and manage the game schedules and other joint football/cheer activities.

### *Program Management*

- Responsible for updating Association Bylaws to incorporate any changes, additions, or deletions as needed and ensures by-laws are generally available to the membership.
- Promotes the institution, documentation, monitoring, and emphasis of best practices throughout the Association.
- Responsible for managing any escalated member, coach or board complaints.
- Final authority of the discipline process with and between all parties participating in the PTYCA programs.
- Closely collaborates with Event Coordinator on all PTYCA activities.
- May create committees as specific needs arise.
- In an emergency, may act on behalf of the entire Board.

### *Registration and Membership*

- Manages and oversees the registration process, cheerleader, squad and coaching assignments, and grade-level caps & waitlists.
- Generates and maintains an accurate and updated database of all members and coaches.
- Works with the Treasurer and Assistant Treasurer to ensure payment of all fees are paid prior to participation in programs.

### *Coach Communication & Coordination*

- Collaborates with the Vice President to manage the day-to-day needs of the coaches and squads, and ensure communications of all pertinent information reaches the coaching staff.
- Co-leads (with Vice President) meeting with ALL cheer coaches prior to the start of the season to review all policies, responsibilities and expectations.
- Organize the selection of music and choreography for the main routine.
- Ensures all reasonable levels of safety practices and policies, as well as standards, process, expectations, rules and responsibilities are communicated and adhered to by coaches.

## **VICE PRESIDENT - ALANNA FORRISI**

- In the absence of the President, leads the Board of Directors' and General Association meetings.
- Member of all standing and ad hoc committees.
- Closely collaborates with Event Coordinator on all PTYCA activities (see list below).
- Manages storage locker, including inventory and access to PTYCA related items as needed.
- Assists the President on all presidential duties, and in the President's absence leads presidential responsibilities.

### *Coach Communication & Coordination*

- Manages and collaborates with the President to manage the day-to-day needs of the coaches and squads, and ensure communications of all pertinent information reach coaching staff.
- Ensures all reasonable levels of safety practices and policies, as well as standards, process, expectations, rules and responsibilities are communicated and adhered to by coaches.
- Assists in the collection and monitoring of all Volunteer Clearances, in collaboration with the Secretary.
- Manages distribution of coaches equipment (cart, speakers, signs, binders, backpacks, first aid kits, pink poms, etc).
- Organizes and leads all Summer Camp duties and activities, including pre-camp Coaches Clinic.

## **TREASURER – TRACY RILEY**

- Maintains accurate records, including use of accounting software, of budget, receipts and expenses and presents them at the Board of Directors and General Association Meetings.
- Monitors and reports to the Board Directors and General Membership the status of the year-to-date compliance with the approved budget and expectations on a monthly basis.
- Supports the registration process, from a financial perspective, for each of the programs.
- Supports and attends all PTYCA activities where income is generated and start-up money may be needed.
- Ensures timely payments to vendors to maintain good credit relationships.
- Coordinates with the President on funding sources for special projects.
- Manages cash balances to ensure reasonable return on investments of Association reserves.
- Tracks and monitors credit card transactions to ensure appropriate usage and no abuse is taking place.
- Presents a fiscally conservative perspective to spending discussions
- Generates an annual budget
- Serves as liaison to financial institutions and government entities for grants, loans and other financial transactions.
- Submits annual financial information to financial institutions as required.
- Prepares and submits Annual Form 990 for Federal Tax Return of Exempt Organizations.
- Institutes, documents, monitors and emphasizes best practices for fiscal role.

## **ASSISTANT TREASURER | FUNDRAISING – KIM McLAIN**

- Generates and manages all annual fundraisers, including creating Annual Fundraising Plan and detailed plan for larger fundraisers, as needed.
- Solicits and manages basket donations for annual PTYCA Banquet.
- Coordinates with Secretary to proactively advertise all fundraising events (ie. Purse Raffle, Spirit Nights, etc).
- Renews insurance policies on an annual basis.
- Supports and attends all PTYCA activities where income is generated and start-up money may be needed.
- Assists the Treasurer on all Treasury duties, and in the Treasurer's absence lead treasury responsibilities. Must actively support the Treasurer to ensure comparable expertise, ability to quickly step in and take on accountabilities, and to provide shared oversight.

## **SECRETARY | DOCUMENT COORDINATOR - JENN GANTZER**

### *Meetings*

- In the absence of the President and Vice President, leads the Board of Directors' and General Association meetings.
- Documents the proceedings of all official Association Board and General Meetings.
- Ensures timely and accurate production and distribution of minutes to the Board Members prior to upcoming meetings.
- Maintains accurate and updated attendance records for all meetings.

### *Communications / Media Relations*

- Coordinates a consistent message and image across all forms of communication within and outside the Association.
- Ensures timely and accurate communications within the Association to ensure the membership is updated on activities, mission, and objectives of the organization (ie Email/Newsletters).
- Manages day-to-day oversight and correspondence of the PTYCA email, delegating as necessary to the President.
- Ensures timely "good and welfare" actions are taken in regards to: Thank You cards, condolence and get-well cards for Association members and affiliate organizations as necessary.
- Manages PTYCA social media accounts - ie. Instagram & Facebook.
- Manages the content framework of the PTYCA website and advertisements.
- In coordination with the Merchandise Coordinator, oversees and manages the PTYCA Marketplace Facebook site.

### *Documentation*

- Collects and documents all Volunteer Clearances, in collaboration with Vice President
- Serves as Association Historian for all records, documents, photographs, and other materials of significance.
- Maintains and shares records required by Peters Township Parks and Recreation; liaises with PT Parks & Recreation Assistant Director to ensure Association is in compliance.
- Manages PTYCA Google Suite (gmail, gDocs, gSheets, gForms, etc).

## **DIRECTOR OF MERCHANDISE - ASHLEE NEWMAN**

- Leads selection and ordering of all components of the Cheerleading Uniform, including the skirts, shells, liners, briefs, leggings, jackets, pants, shoes, socks, hair bows and megaphone.
- Coordinates and manages the uniform fitting, uniform pick-up and any uniform returns/swaps as needed.
- Leads selection and ordering for PTYCA provided coaches gear
- Manages all other PTYCA provided swag to cheer squads throughout the season (ie. camp outfits, keychains, rally towels, etc)
- Leads any PTYCA merchandise fundraisers, including PTYCA Storefront, in collaboration with Assistant Treasurer.
- Selects and designs all merchandise in Champion Store; manages all communication and distribution of merchandise sales; Considers products and styles for apparel sales and establishes reasonable price points.
- Responsible for all vendor management activities related to PTYCA merchandise, serving as PTYCA single point of contact with vendors
- Must monitor closely and report on all financial matters relating to apparel sales, including purchase inventory, revenues and profits/losses at a minimum quarterly.
- In coordination with the Secretary, oversees and manages the PTYCA Marketplace Facebook site.

## **DIRECTOR OF EVENTS - GRETA HEALY**

- Schedules, organizes and oversees special PTYCA events that include, but are not limited to:
  - Welcome to Cheer Event
  - Memorial Day Parade
  - Picture Day
  - Yard Signs
  - 9/11 Recognition Dinner
  - PT Homecoming Parade
  - 6th Grade Recognition
  - PT Youth Recognition Night & Tailgate
  - PTJFA | PTYCA Gift Exchange
  - PTYCA Year End Banquet
- Form and manage volunteer committees, as needed (as approved by the board).
- Proactive communication with the Secretary to ensure all event details are timely and accurate to share broadly with PTYCA members.
- Closely collaborates with Auxiliary members, as well as the President and Vice President for additional support and event related needs.

## **AUXILIARY AT LARGE – CHRISTINE ANDERSEN**

***Position requires at least 1-year experience in the program and includes voting rights. One year term.***

- Owns or assists with various projects in support of positions above – delegated as needed during busy times or based on complexity of project.
- Supports the Event Coordinator with all aspects of the PTYCA Year End Banquet.
- Supports Event Coordinator with all other PTYCA sponsored events and may be appointed the lead for events as needed.

## **AUXILIARY NOVITIATE\* – N/A**

***Position designated for incoming first (program naive) or second grade volunteer, and does NOT include voting rights. One year term.***

- Assists with various projects in support of positions above.
- Position created to support PTYCA BOD succession planning, as this gives new members an opportunity to learn about the program while not taking on complete responsibility of a full board position.

**[\*Optional – Dependent on Volunteer Interest]**