

Benjamin Franklin Athletic Association Elected Position Job Description and Responsibilities

BFAA Executive Committee Responsibilities

Benjamin Franklin Athletic Association (BFAA) is a separate 501(c) (3) organization from Benjamin Franklin High School with its own by-laws and is subject to requests by the Inspector General's offices at the local and federal levels. Finances and taxes are subject to Internal Revenue Services (IRS) and Louisiana Department of Revenue Laws, including recent 2016 changes to Louisiana laws pertaining to non-profits and tax liabilities. The by-laws were effective on April 1, 2016, and directly impact the BFAA. The BFAA is also responsible for bank regulations regarding the new EMV credit and debit cards.

The duties of the Executive Committee include but are not limited to the following:

1. Members of the EC must be current members of the BFAA in good standing.
2. Term of the EC is one year.
3. Attend all meetings.
4. Follow by-laws and Robert's Rules of Order.
5. Meet as an EC once a month, and as needed, to discuss and plan BFAA business.
6. All EC members support all other EC members.
7. All EC members must volunteer and support various sporting events.
8. All EC members participate in Falcon Feast.

President

The president shall preside at all meetings of the directors and membership. He or she is the chief executive officer, with general management of the Association's business and power to make contracts in the ordinary course of business; shall see that all orders and resolutions of the Board are carried into effect and direct the other officers in performance of their duties; has power to execute all authorized instruments; and shall generally perform all acts incident to the office of president, or which are authorized or required by law, or which are incumbent upon him or her under the provision of the articles and these by-laws. Details of this position include the following.

1. Coordinate with BFHS the annual BFAA calendar of events which include, but not limited to the following:
 - a. BFAA monthly meeting
 - b. EC monthly meetings
 - c. Award Ceremonies
 - d. Fall fundraiser
 - e. Falcon Feast
2. Ben's Books
 - a. Organize and schedule volunteers
 - b. Monitor and purchase (out of personal funds and is reimbursed by BFAA) snack items on a weekly basis

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- c. Maintain and order Ben's Books merchandise which includes Franklin school logo merchandise such as T-shirts, sweatshirts, etc.
 - d. Monitor security tapes
 - e. Inform BFHS of facility needs.
3. Merchandise Sales
 - a. Schedule Volunteers for selling events
 - b. Set up and Clean up at event sales i.e. Welcome Night, Schedule Day, Report card Conferences, Alumni Reunions, International Fest, Foreign exchange students etc.
4. Gym and Field Concessions
 - a. Coordinate schedule of parent volunteers
 - b. Purchase and stock drinks snacks
 - c. Maintain merchandise for sales
 - d. Monitor security tapes
 - e. Maintain inventory of equipment
 - f. Purchase new or replace old equipment subject to membership vote
5. Attend and Present at annual BFHS Coaches meeting in August.
6. Attend and present with other EC officers at all coach's parent team meetings.
7. Attend and represent BFAA at various school functions throughout the year i.e. Donors Party, Athletic Games, International Fest, attend BFHS Facilities Meeting, etc.
8. Update Head of School on BFAA initiatives and activities.
9. Fall Fundraiser: organize volunteers and co-chair the event, attend all meetings.
10. Falcon Feast: assist as a committee member and attend all meetings.
11. Host and organize an annual Volunteer Party.
12. Organize a school based Get to Know Your Coach event at the beginning of each school year.
13. Grant Writing
 - a. Assist Francoise McHugh, BFHS librarian/ staff development grant coordinator in writing grants for general athletic needs and on specific coaches needs.
14. Coordinate Franklin Prep summer sale needs and Ben's Books.
15. Coordinate with Coaches their needs from the concession stands for Senior Night.
16. Assist is coordinating with BFHS Homecoming Event.
17. Present to membership expected expenditures during Summer months.
18. Organize Fall, Winter, Spring Award Ceremonies i.e. solicit volunteers for programs, refreshments, etc, to include t-shirt contest, ordering and distribute of shirts.

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19. Remain in compliance with the Family Education Rights and Privacy Act (FERPA)—photographs and other identifiers (name, address, etc.) must be cleared with BFHS for release prior to posting.

20. Legal Advice—consult with a Louisiana licensed attorney familiar with state and federal tax and corporations laws governing non profit (501)(c)(3) organizations regarding tax and legal obligations.

Vice President

The vice president shall have such powers, and shall perform such duties, as shall be assigned to him or her by the directors or by the president, and, in the order determined by the Board, shall, in the absence or disability of the president, perform his or her duties and exercise his or her powers.

The role of the Vice President is often complex. Must step in for President to attend numerous functions, or Secretary or Treasurer when they are unable to perform duties. The Vice President wears many hats and serves to ensure the Executive Committee is able to function as a support to the general membership. For details, please see the details listed under the President. In addition, the Vice President handles the following.

1. Hudl – Coordinates, negotiates and manages agreement.
2. AAI Cohort
3. Senior Award -- BFAA Coaches' Choice Distinguished Senior Athlete Award
 - a. During Spring sports season, work with Christy, Chrissa, and coaches to identify candidates - including those automatically eligible, and coach nominations if desired.
 - b. Assemble ballot and have coaches vote.
 - c. Tabulate winners and order awards: Trophies from Faber, Gift cards from colleges (ask guidance counselors where the winners are going to college), get plates engraved on plaque.
4. Senior Sports banners
5. BFAA website - update and maintain.
6. Regularly monitor and respond to BFAA emails.

Secretary

The secretary shall give, or cause to be given, notice of all meetings and all other notices required by law or by these by-laws, and in case of his or her absence or refusal or neglect to do so, any such notice may be given by the members or directors upon whose request the meeting is called as provided in these by-laws. He or she shall record all the proceedings of the meeting of the membership, of the directors, and of committees in a book to be kept for that purpose. He or she shall perform such other duties as he or she may be assigned to him or her by the Board of Directors. Details of this position include the following.

1. Keep list of all Members and Emails

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2. Maintain all records of reporting
 - a. Record minutes at Monthly General Membership Meetings, report to members, coaches, and Athletic Director.
 - b. Record Minutes for BFAA Executive Committee Meetings
3. Prepare materials for meetings-i.e. Sign in sheet, handouts, agenda.
4. Send out meeting reminders.
 - a. Communicate via email for vote needed before next Meeting is held.
5. Co-chair Falcon Feast work with Chair.
 - a. Solicit auction donations in person and via email.
 - b. Recruit volunteers and sub-chairs.
 - c. Set up and break down at venue
 - d. Communicate with venue
 - e. Maintain a digital and paper log of all donations
 - f. Have bid cards for each item
 - g. Have copies of all donations for Christy Reed to send tax letters to donors
6. Attend Monthly General Membership meetings.
7. Attend Monthly Executive Committee meetings.
8. Assist with Fall Fundraiser.
9. Attend Sport coach parent team meetings to recruit Membership, explain what BFAA does, solicit volunteers.
10. Work concession stand and/or take gate fees for sporting events.
11. Help with Merchandise sales at Welcome Night for new Students, Schedule night, and any other sales opportunities.
12. Assist with setup and food for Fall, Winter, and Spring Athletic Awards Ceremonies

Treasurer

The treasurer has custody of all funds, securities, evidences of indebtedness, and other valuable documents of the Association. He or she shall receive and give, or cause to be given, receipts for moneys in an account of the Association, and shall payout of the funds on hand all just debts of the Association of whatever nature, when due.

He or she shall enter, or caused to be entered, in books of the corporation to be kept for that purpose, full and accurate accounts of all moneys received and paid out on account of the corporation, and, whenever required by the president or the directors, he or she shall render a statement of his or her accounts. He or she shall keep or cause to be kept such books as will show a true report of the expenses, gains, losses, assets and liabilities of the corporation; and he or she shall faithfully discharge his or her duties during their time in office and upon termination of his/her tenure, shall render all property of the corporation in his/her possession to the new treasurer and/or president. Details of this position include the following.

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1. Ben's Books, Gym Concession Stand, Outdoor Field Stand
 - a. Collect daily money envelopes from safe weekly
 - b. Verify money count
 - c. Log Ben's Snacks sales, separately log merchandise sales, concessions sales
 - d. Deposit cash and coin into BFAA bank account

2. Banking
 - a. Maintain records of cash deposits, checks, expenses, income.
 - b. Dual systems to record and monitor activity.
 - i. Google sheet that's accessible by BFAA EC
 - ii. Quicken accounting software.
 - c. Reconcile bank statement monthly with account records.

3. Prepare financial report for BFAA membership meeting, with breakdown of income and expenses by category; send to Secretary for distribution.

4. Attend BFAA monthly meeting and present finance report to members.

5. Attend monthly BFAA EC meeting with financial update.

6. Receive invoices for BFAA expenses, prepare and mail checks to vendors (e.g. T-shirts, trophies).

7. Receive coaches requests, prepare and deliver checks to BFHS.

8. Maintain paper records of all receipts, coach requests, donation receipts

9. Membership
 - a. Log all incoming membership paper and online forms.
 - b. Send acknowledgement to member, add name and all info to membership list and coordinate with BFAA Secretary and Development Office.
 - c. Process checks or cash, paypal payments

10. PayPal
 - a. Maintain PayPal account.
 - b. Process all payments made via paypal for membership and other purchases.
 - c. Transfer payments to bank account, log, and verify delivery.

11. Square
 - a. Maintain Square account and readers.
 - b. Monitor and process Square payments made via credit card for merchandise, membership, etc.
 - c. Payments notifications come via email; log and reconcile with sales records.

12. Participate in merchandise sales events at welcome night, parent conferences, school events.

13. IRS
 - a. File Annual report with IRS as non-profit group.

14. Louisiana Secretary of State

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- a. Maintain records on GeauxBiz site, file annual report
15. Falcon Feast
- a. Set up paypal buttons for processing ticket sales
 - b. Record and log ticket sales
 - c. Checks to vendors and volunteers for reimbursements
 - d. Process all proceeds from FF, cash sales, check and credit card payments.
 - e. Summaries to secretary, Falcon Feast chairs, development office
16. Prepare Sports Award Ceremony Programs