



## **Tualatin Timberwolves Youth Football Association**

P.O. Box 394  
Tualatin, OR 97062  
[www.tualatinyouthfootball.org](http://www.tualatinyouthfootball.org)

### **President**

#### **Objective:**

The President has the authority, subject to the control of the Board of Directors, to execute on behalf of the corporation, deeds, contracts, and other legal instruments. The President is the chief administrative officer with responsibility and commensurate authority to manage and direct the corporation under policies described by the Articles of Incorporation, By-Laws and by resolution of the Board of Directors.

#### **Responsibilities:**

- Establish an annual action plan including timeline for Board of Director execution
- Provide a vision for the association and always be looking for innovative ways to enhance the TTYFL both on and off the field of play
- Sign all legal documents with the Secretary
- Appoint all Committees and perform all duties pursuant to the office of the President
- Request a quarterly report from the Treasurer to be presented to the Board
- Implement, update, and maintain the organization bylaws and charter
- Manage and resolve board disciplinary actions
- Manage and resolve all member complaints
- Set the date, time, and location of all member and Board meetings. Notification of Board meetings may be delegated in any way the President deems best to ensure that the largest number of members is reached
- Plan, attend and oversee all board meetings
- Create and maintain a mutually respectful working relationship with TTYFA/TVYFL Officers and Board of Directors
- Attend and represent the TTYFA at all league conference meetings and event
- Communicate pertinent association and league rulings/information to association members and the TTYFA Board of Directors
- Establish and maintain positive publicity for the organization
- Legal affairs, books, permits, insurance, etc. are in good order
- Oversee all fundraising and marketing activity
- Act as liaison during all grievance and appeals hearings ensuring that the proper process is followed as stated in the Bylaws
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the Secretary
- Perform other duties as prescribed by the Board
- Continually review and modify any necessary changes to this job description to keep it up-to-date and provide those changes to the Secretary to update the master file