



Tualatin Timberwolves Youth Football Association

P.O. Box 394
Tualatin, OR 97062
www.tualatinyouthfootball.org

Vice President

Objective:

In the absence of the President, the Vice President shall perform all duties of the President and when so acting shall have all the powers of the Presidency. In case of a vacancy in the Presidency, the Vice President shall automatically succeed to that office and serve for the unexpired term.

Responsibilities:

- Assume presidential duties, in President's absence or to completely assume role as president in the event the President resigns
- Implement and oversee TTYFA objectives
- Oversee and keep the TTYFA Board of Directors apprised of the status of "Apparel" and "Concessions"
- When necessary, stand in for the TTYFA President at meetings, etc.
- Attend community relations functions as appropriate
- Attend all ad hoc and special committee meetings as appropriate
- Interface with Football Head and Assistant Coaches
- Perform other duties from time to time which may be assigned by the President
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or 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

1/17/06