

VICE PRESIDENT (EXECUTIVE BOARD MEMBER)

2A. ASSISTS THE SECRETARY AND SENDS OUT EMAILS/ FLYERS/ REMINDERS REGARDING INFORMATION THAT NEEDS TO BE ADDRESSED WITH MCCA FAMILIES.

2B. RESPONSIBLE FOR SETTING UP SPORTS MANAGEMENT SOFTWARE (EXAMPLE: SPORTSENGINE, GAMECHANGER, TEAM SNAP, ETC.) REPORTS ANY ANTICIPATED EXPENSES TO THE PRESIDENT.

2C. HANDLES DISCIPLINARY ACTION, WRITE UPS, DISPUTES, INCIDENT REPORTS, AND OR ARGUMENTS BETWEEN ATHLETES, PARENTS, COACHES, OR OTHER PROGRAMS.

2D. COLLECTS PAYMENTS, GIVES DELINQUENT NOTICES, AND KEEPS FAMILIES IN GOOD STANDING THROUGHOUT THE YEAR.

2E. CONDUCTS DAY-TO-DAY OPERATIONS WITHIN THE ORGANIZATION AND ALSO GIVES SUPPORT AND GUIDANCE TO THE PRESIDENT.

2F. THE VP WILL BE THE SECONDARY ON CALL PERSON IN CASE OF EMERGENCY. THEY WILL MAKE SURE THE FACILITY HAS FOLLOWED ALL CITY ORDINANCES AND SAFETY PROTOCOL.

2G. THE VP OVERSEES ALL SQUADS, STAFF MEMBERS, COACHES, AND VOLUNTEERS ALONG WITH OVERSEEING THE FUNDRAISING AND SPONSORSHIP PROGRAM, AS SHARED WITH THE PRESIDENT.

2H. RESPONSIBLE FOR DOING ALL BACKGROUND CHECKS ON ALL INTERESTED COACHES, JUNIOR COACHES, INSTRUCTORS, PARENT VOLUNTEERS, AND HELPERS. AFTER THIS IS COMPLETED, COPIES OF THIS WILL BE KEPT WITH PRESIDENT AND SECRETARY IN THE MCCA OFFICE.

2I. HIRES THE MCCA CHOREOGRAPHER FOR THE SEASON AND SCHEDULING OF THEIR SESSIONS.

2J. SHALL HELP CONTROL, CREATE, IMPLEMENT, AND FOLLOW THROUGH WITH ALL THE MCCA BYLAWS.

2K. THE VP IS IN CHARGE OF COLLECTING ALL THE SIZING OF THE ATHLETES: UNIFORMS, SHIRTS, SOCKS, JACKETS, AND SHOE SIZES. ALSO IN CHARGE OF DISBURSEMENT OF UNIFORMS.

2L. HELPS ORGANIZE THE END OF YEAR BANQUET, ANY SHOWCASES ALONGSIDE THE CHEER DIRECTOR.

2M. CREATES CHEER GEAR (EX: MOM CHEER SHIRTS, DAD WEAR, ATHLETE WEAR, ETC.) AND KEEPS RECORD OF MERCH PAYMENTS.

2N. REGISTERS ATHLETES IN REGCHAMP SYSTEM AND WORKS HAND IN HAND WITH THE ICA SO WE ARE IN COMPLIANCE.

2O. VP — DELINQUENT ACCOUNTS, ENFORCEMENT, AND COMMUNICATION WITH FAMILIES.