

MISSION STATEMENT

The purpose and goals for Shelbyville Youth Football (SYF) shall be to develop and maintain a properly supervised and structured youth football program that nurtures and inspires interest and participation of our community's youth in the sport of football. The objective is to do this regardless of sex, race, creed or national origin to practice sportsmanship, scholastic and physical fitness. It shall be the responsibility of the SYF to teach our young athletes the basic fundamentals, skills and terminology of football and to prepare them to succeed to the next level of competition, middle school and high school. SYF shall also teach our young athletes the meaning of self-control by both personal example and through team training; to guide them through a competitive schedule of games in such a manner that all participants enjoy the benefit of playing football; to emphasize good citizenship and a sense of fair play. SYF accepts the responsibilities of developing our athletes as both player and people. Our goal is to be an organization that not only develops SYF players that parents and coaches will be proud of, but also guide our athletes to becoming positive contributors to the community and any team they chose to be part of.

I. RESPONSIBILITIES OF EACH INDIVIDUAL BOARD MEMBER

1. Be loyal to SYF, always exercising Board powers in the interest of SYF, and not for the interest of the individual Director or others.
2. Be informed about SYF's Mission and Vision, Strategic and Operating plans, policies, and programs. Work with the rest of the Board to review, approve and oversee SYF's Mission, and review performance in achieving it. Be an avid proponent of the Mission, and inform others about SYF, its Mission, Vision and programs.
3. Ensure legal and ethical integrity, and maintain accountability and transparency to members, funders, donors, other constituents and the general public.
4. Prepare for, attend, and participate actively in Board and Committee meetings, and special events. Serve on Committees and undertake special assignments willingly and enthusiastically when asked. Provide candid and constructive advice, comments and criticism. Ask timely and substantive questions at Board and Committee meetings consistent with conscience and conviction, while supporting the majority decision on issues decided by the Board.
5. Participate in the generation and approval of policies focusing on mission, finances, and income. Ensure that programs are consistent with the Mission.
6. Suggest possible nominees for election to the Board, who can make significant contributions to the work of the Board and the organization.
7. Keep up to date on developments in and affecting the nonprofit sector.
8. Provide moral and professional support, and be available as resources, to the Executive Director. Respect existing time commitments and priorities of staff.
9. Avoid involvement in all political campaigns in the name of SYF, unless directed by the Board or Executive Director to question or present an advocacy issue on behalf of the organization to a potential candidate.

II. RESPONSIBILITIES OF THE BOARD

A. GOVERNANCE

1. The de facto head of the SYF's program is the Shelbyville High School Head Football Coach.
2. Adopt, and regularly review, SYF's Mission and Vision statements, and review management's performance in achieving them.
3. Adopt, and regularly review, SYF's Statement of Ethics and Values, and monitor the organization's performance in accordance with those principles.
4. Adopt, and regularly review, broad written policies reflecting the Mission and Values of the organization, within which the Executive Director is authorized to manage the organization and to develop and implement operational plans to carry out the Mission.
5. Serve as a model for youth football programs in regard to best practices in governance.
6. Ensure that management succession is properly planned.
7. Meet as a Board no fewer than 12 times a year. Focus on "what matters most," and apply the knowledge and experience of individual Board members to the major challenges facing the organization. However each board member must attend 80% of the meetings.
8. Establish Committee structure; adopt, and regularly review, Committee Charters.
9. Ensure that the organizational strength and volunteer base can sustain the Mission and achieve long-range goals.
10. Propose prospective board members and fill vacancies as needed. Ensure adequate orientation of new members. Ensure adoption and adequacy of Board leadership succession plan.
11. Periodically conduct self-review of Board performance (including its composition, organization, and responsibilities) and take steps to improve its performance.
12. Ensure that SYF has established appropriate policies to define and identify conflicts of interest throughout the organization and is diligent in its administration and enforcement of those policies.
13. The board will have (7) voting members: Treasure (1), General (3), Elementary school (1), Liaison (1), and Shelbyville Football Program (1).
14. Demonstrate or represent the SYF at any or all League events.
15. All meetings time, location, and date must be posted 72 hours prior then the meeting at the Shelbyville Boys club.

B. FINANCE AND ADMINISTRATION

1. Youth football is a program operating under the auspices and authority of the Self Boys & Girls Club.
2. Ensure that SYF's financial structure and funding plans will adequately support its current needs and long-range strategy.
3. Ensure that the Board is carrying out its fiduciary responsibilities, such as reviews of periodic and annual financial statements, funding plans, budgets and financial goals.

4. Review results achieved by management compared with SYF's Mission, values, and annual and long-range goals. Compare performance to that of other youth football associations.
5. Approve major actions such as capital expenditures and major changes in the program.
6. Ensure that the Board, its committees, members, donors, and the public are adequately informed of the financial condition of the organization and its operations through internal and published reports, or other appropriate method.
7. The football board can review financial reports for the football program; however there will be no independent audits, auditors or management letters specific to the football program. The Boys & Girls Club completes an organizational annual independent audit and the football program is one of the program categories.
8. Ensure that adequate risk management policies are established and implemented.

BOARD TREASURER JOB DESCRIPTION

The Treasurer (1) is elected at the annual meeting of SYF to hold office for a two-year term, or until a successor is elected and qualified, and is eligible for re-election for additional consecutive two-year terms.

Requirements:

1. Financial knowledge of the organization.
2. Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
3. Understanding of financial accounting for nonprofit organizations.
4. An active member of the Shelbyville Boys Club staff.

Responsibilities:

1. Serves as a voting member of the Committee.
2. Ensures that appropriate financial reports are made available to the Board on a timely basis.
3. Assists the SYF in preparing the annual budget, and presenting the budget for approval.
4. Develops Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
5. Works with the Committee to develop long-term financial strategies.
6. Keeps currently informed of legal, regulatory and sector developments relating to the Board's financial responsibilities.

General Board Member Board Position

General Board Members (3) will be former players or current coaches from different age groups. The (3) General Board members will be approved by the Boys Club board every two years. Each board member will serve a two year term and may be reelected.

Requirements:

1. Be a current coach or former player
2. Personal commitment to devote the time necessary to perform the responsibilities.
3. Actively involved in the community.
4. Sound knowledge of football and working with elementary children

Responsibilities:

1. Develop ways for SYF to fundraise.
2. Coordinate the league that benefits SYF and the players.
3. Serves as a voting member of the Committee.
4. Develops Fiscal Policies for financial integrity and sustainability of the organization.
5. Works with the Committee to develop long-term financial strategies.
6. Develop or sustain legal, regulatory and sector developments relating to the Board's financial responsibilities.
7. Develop SYF safety policies to protect the coaches and players.
8. Develop coaching, player, and parent clinic to improve SYF.
9. Demonstrate or represent the SYF at any or all League events.

Elementary School Representative Board Position

Elementary School Representative (1) will be in good standing with their elementary school system. The (1) Elementary School Representative will be approved by the Boys Club board every two years. The Elementary School Representative board Member will serve a two year term and may be reelected.

Requirements:

1. Must be in good standing with their School System.
2. Personal commitment to devote the time necessary to perform the responsibilities.
3. Actively involved in the community.
4. Must be involved in elementary education on a daily bases.
5. Recommend involvement with the Shelbyville football program in the past.

Responsibilities:

1. Develop ways for SYF to fundraise to remain Fiscal.
2. Coordinate the league that benefits SYF and the players.
3. Serves as a voting member of the Committee.
4. Develops Fiscal Policies for financial integrity and sustainability of the organization.
5. Works with the Committee to develop long-term financial strategies.
6. Develop or sustain legal, regulatory and sector developments relating to the Board's responsibilities.
7. Develop SYF safety policies to protect the coaches and players.

Parent Coach Liaison Board Position

The Liaison (1) is elected at the annual meeting of SYF to hold office for a two-year term. The (1) Liaison will be approved by the Boys Club board every two years. The Liaison board Member will serve a two year term and may be reelected.

Requirements:

1. Must be in good standing with their Community.
2. Personal commitment to devote the time necessary to perform the responsibilities.
3. Actively involved in the community.
4. Should be an involved parent with their child's sports.
5. Must not be coach or part of coaching staff

Responsibilities:

1. Develop ways for SYF to fundraise to remain Fiscal.
2. Coordinate the league that benefits SYF and the players.
3. Serves as a voting member of the Committee.
4. Develop SYF safety policies to protect the coaches and players.
5. Report any concerns or problems foreseen within the league.
6. Develop communication between the SYF and the Parents.

Shelbyville Football Program Board Position

The Shelbyville Football Program Representative (1) will be determined by the Shelbyville Football Program Head coach. The representative will serve a two year term on the board.

Requirements:

1. Must be in good standing with The Shelbyville Football Program.
2. Personal commitment to devote the time necessary to perform the responsibilities.
3. Actively involved in the community.
4. Must be involved The Shelbyville Football Program in on a daily bases.

Responsibilities:

1. Coordinate the league play book, Skills recommendation, and provide feedback to coaches
2. Coordinate the league that benefits SYF and the players.
3. Serves as a voting member of the Committee.
4. Develops Fiscal Policies for financial integrity and sustainability of the organization.
5. Works with the Committee to develop long-term financial strategies.
6. Develop or sustain legal, regulatory and sector developments relating to the Board's responsibilities.
7. Develop SYF safety policies to protect the coaches and players.