

Space Coast Panthers, Inc.  
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# SPACE COAST PANTHERS

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## 2024 BOARD AND ASSOCIATED MEMBER EXPECTATIONS POLICY

Approved – May 30, 2024

Serving on the Board of Directors or as an Associated Member is not only a privilege but also a serious responsibility. Each position has clearly defined duties, as described in the *Board and Associated Member Position Duties* policy appended to our Bylaws.

**It takes more than just doing one job and showing up to board meetings. All volunteers are integral parts of a dynamic team dedicated to the entire program's success. Together, we achieve more than any one of us could alone.**

**1. Meeting Attendance:**

- a. Per our bylaws, it is mandatory that all elected Board Members attend regularly scheduled membership meetings. Arrive on time and come prepared. Notify a member of the Executive Board if you will be unable to attend a meeting. Per bylaws "if there are more than four total absences during a term year, the board member is subject to be expelled from the board". All personnel who have been approved to fill Associated Member positions are highly encouraged to attend these meetings as well.
- b. **Emergency Board meetings** – Additional membership meetings may be required from time to time. Per our bylaws in these cases, every attempt will be made to provide a 48-hour advance notice. Board Members are required to make every attempt to attend these.

**2. Completion of Duties:**

- a. Each Board and Associated member should review their prospective position duties before election and present any recommended changes to the Board by the first meeting of each year for the upcoming season.
- b. Perform all duties to the best of your ability and request assistance if needed.

**3. Participation in "All hands-on deck" events:**

- a. **Dances** – Board members are required to chaperone the dances as needed. Associated Members are highly encouraged to chaperone as well. This may include setup, DJ, selling tickets, working concession, patrolling the dance floor and especially cleanup.

- b. **Jamfest** – Board Members are required to setup and man the board run booth(s), sell tickets, work in concession, and help assist the teams with issues regarding their booth. Associated Members are required to setup and man their team booth. Since board member duties come before other duties, Board Members may not sign up to work their child(ren)'s team booth.
- c. **Fundraisers/Sponsors** – All Board and Associated Members are required to help with all fundraisers and the annual sponsorship drive. Each is expected to promote fundraisers to the best of their ability and participate during, i.e., car wash, bucket drop, gift wrap, festival, etc. Each Board and Associated Member is required to acquire a minimum of one sponsor for the league annually.
- d. **Events (End of Season Ceremony/Pep Rally/Family Reunion/Festivals)** – Board and Associated Members are required to help with planning, setup, hosting, concessions, merchandise, announcements, distributing awards, collecting equipment, and cleanup.
- e. **Home Games** – Duties start a day or more before a home game. All Board and Associated Members are required to help prepare the field (including, but not limited to lining), concession stand (including, but not limited to pick up/put away of product), and merchandise (including, but not limited to organization and pricing). During a home game Board and Associated Members are required to arrive at the field for setup at a minimum of 90 minutes prior to the start of the first game of the day and stay to help with breakdown and cleanup at the day's end. Board and Associated Members will assist with concessions, announcements, crowd control, trash pickup, and any other duties deemed necessary at that time.
- f. **Away Games** – One of the following: President, Vice President, Football Director or Cheer Director are required to be at all team check-ins. Football and Cheer Director should make every attempt to attend all games. If teams are divided amongst different fields, then the board member responsibility must also be divided. Board members must go where needed or assigned by a member of the Executive Board.

Our success as an organization is built on the dedication and unity of each and every Board and Associated Member. By actively participating, supporting one another, and embracing our collective mission, we can transform challenges into triumphs and ensure an extraordinary experience for all involved. Let's strive together to make this season the most memorable and impactful yet!