

OAK RIDGE JR. TROJANS EXECUTIVE BOARD POSITIONS FOR 2026-2027 SEASONS

Article 5 in the Oak Ridge Jr. Trojans By-Laws and Rulebook state:

Required Members: The Board membership shall be required to include the following Officers: President, Executive Vice-President, Secretary, Treasurer, Vice-President of Football, Vice- President of Cheerleading, Vice-President of Administration, Concessions Manager, Merchandise Manager and Vice-President of Logistics. Terms for board members will be 2 years, with elections alternating on odd service years for President, Concessions Manager, Merchandise Manager, VP Football, and Treasurer and even service year elections for Executive VP, VP Logistics, VP Administration, VP Cheer, and Secretary.

The Directors shall enter into a succession plan in the form of job shadowing/training once duly elected. Directors shall enter into office on January 1st of their term and remain in office until December 31st at the end of their term. In order to run for President or Executive Vice President, the candidate must have served on the ORJT Executive Board for a minimum of one full year prior to submitting their application.

Election of Directors: Members in good standing interested in open board positions shall submit a candidate statement to the secretary prior to the actual Election of Directors: Members in good standing interested in open board positions shall submit a candidate statement to the secretary prior to the actual election process for any position on the Board of Directors. Nominations must be submitted to the Secretary prior to the actual election process for a given office. Election of Directors shall be by a majority vote of all Members in good standing wishing to participate on a date designated by the Board. Ballots shall be cast at the designated voting location or signed absentee ballot filed with the Secretary and ratified by the President prior to the close of elections. Campaigning is limited to candidate's statements submitted for posting on ORJT website. Mass emails and negative campaigning is considered a violation of Article III, Section 2. The Board will discuss campaign violations in a closed meeting and may vote on the good standing of individuals involved.

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Executive Vice-President: It shall be the duty of the Executive Vice-President to:

1. In case of the absence or disability of the President, to perform the duties of the President, and when so acting, shall have all of the powers of that office.
2. Be responsible for the conduct of ORJT in strict conformity to the Policies, Principles, Rules and Regulations of the League Affiliation as set forth herein and as set forth in the Rulebook.
3. Be responsible for Safety/Medical and Insurance activities of ORJT. Initiate and implement ongoing safety awareness programs for Football and Cheer Coaches and Instructors.
4. Coordinate the collection of first aid/CPR certification for coaches and the license documentation for EMT volunteers, if applicable.
5. With the assistance of the Vice President of Administration, examine the applications and support the proof-of-age documents of every player/Cheer candidate and certify the residence and age eligibility before the player/Cheerleader may be accepted for tryouts and selection.
6. Coordinate with the proper authorities, the fingerprinting and documentation of Coaches, Officers, Board Members and other ORJT officials as necessary.
Act as official ORJT Parliamentarian.
7. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Executive Vice-President or as may be assigned by the Board of Directors or President.

Vice-President of Administration: The duties of the Vice-President of Administration shall be to:

1. With the Executive Vice-President, examine the applications and support the proof-of-age documents of every player candidate and certify the residence and age eligibility before the player may be accepted for tryouts and selection.
2. Prepare and certify football team binders as required by the League Affiliation.
3. Appoint Team Parent Coordinator annually with the approval of the Board of Directors.
4. Act as liaison between Team Parent Coordinators and Board of Directors for the purpose of procuring volunteer assistance for activities surrounding football games and cheerleading competitions.
5. Be responsible for and direct the efforts of the Team Parents by creation of a committee consisting of Team Parents chaired by the Team Parent Coordinators for the purpose of planning and conducting Parent Volunteer activities.
6. Prepare and manage the schedule of volunteer activities, in cooperation with Team Parent Coordinator and Board of Directors, including but not limited to:
7. Maintain and administer such PAR recording as may be needed during games and filling such records as required by the League Affiliation.
8. Responsible for managing the organization's players and cheerleader registration through TeamSideline
9. Have such other duties as from time to time may be assigned by the Board of Directors or President.

Vice-President of Cheerleading: The duties of the Vice-President of Cheerleading shall be to:

1. Be responsible for all Cheer recruiting activities.
2. Annually recruit, screen, and nominate Cheer Coaches and Instructors to the interview committee.
3. Participate on the interview committee for Cheer Head Coaches and nominate final Cheer Head Coaching candidates to Board of Directors for approval.
4. Approve Assistant Cheer Coaches nominated by Head Cheer Coaches with ratification from the Board of Directors..
5. Manage and/or supervise all Cheer Coaches, Instructors and ancillary personnel.
6. Supervise Cheer Clinic and tryouts.
7. Make arrangements for and coordinate Cheer practices. .
8. Be responsible for and manage all Game-Day activities with regards to Cheer.
9. Act as liaison between ORJT and the Oak Ridge High School Cheer program.
10. Coordinate ORJT Cheer participation in all competitions.
11. With the Executive Vice-President, ensure that the Cheer program conforms to stated ORJT and League Affiliation Objectives and the League Affiliation Rulebook.
12. Order any and all necessary uniforms and equipment for ORJT Cheerleading consistent with the approved ORJT budget. Ensure that the proper ORJT emblems are affixed to each uniform.
13. Distribute to each cheerleader in coordination with the Assistant VP Logistics and the Uniform Manager, the necessary equipment and uniforms.
14. Coordinate equipment returns with the Treasurer for accurate return of equipment deposits.
15. Have such other duties as from time to time may be assigned by the Board of Directors or President.

Vice-President of Logistics: The duties of the Vice-President of Logistics shall be to:

1. Inspect all Football equipment before, during and after the season. If any compromise in integrity in equipment is found, replace the deficient equipment.
2. Order any and all necessary Football uniforms and Football equipment for ORJT, consistent with the approved budget. Ensure that the proper ORJT emblems are affixed to each uniform.
3. Distribute to each Football player the necessary equipment and uniforms.
4. Coordinate Football equipment returns with the Treasurer for accurate return of equipment deposits.
5. Provide Football equipment and supplies as may be needed during practice and on sidelines at games.
6. Provide for proper storage and maintenance of all ORJT Football and manage the daily activities of the ORJT trailers, including support during all practices and games.
7. In conjunction with the VP of Administration, ensure football equipment managers are appointed and available during all practices and games.
8. Oversee facilities preparation and maintenance activities.
9. Be responsible for and manage all Game-Day, field setup activities.
10. Have other duties as from time to time may be assigned by the Board of Directors or President.

Secretary: It shall be the duty of the Secretary to:

1. Manage all paperwork related to the Board of Directors. Be responsible for recording the activities of ORJT and maintain appropriate files, mailing lists, and necessary records.
2. Keep the minutes of the Board of Directors meetings and ensure they are recorded.
3. Conduct all correspondence not otherwise specifically delegated in connection with said meetings and be responsible for carrying out all orders, votes and resolutions not otherwise committed.
4. Be responsible for the general Member Announcements. Oversee the Website coordinator and Web Page.
5. Collect all candidates' statements for positions on the Board of Directors and prepare a final list of nominations at least two weeks in advance of the appointed election date. Make copies of the list candidates available to any interested Member.
6. Administer all voting processes, collect and count all ballots, and announce final results of all Board of Director votes, resolutions, and elections.
7. Give notice of all meetings of ORJT and the Board of Directors.
8. Act as the Academic achievement and recognition liaison as necessary with the League Affiliation.
9. Make arrangements for and manage the Team Pictures Event consistent with the approved ORJT budget.
10. Responsible for managing and issuing all League Approved photo ID badges
11. Make the monthly agenda for the meeting.
12. Type up the meeting minutes and email them to the board for approval prior to the following month's board meeting.
13. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors or President.

14. In coordination with Team Parent Coordinators and Board of Directors plan and administer Team Banquets consistent with the approved ORJT budget.
15. Manage Social Media pages (FB, Instagram & Twitter) and design graphics to post.
16. Develop, distribute and collect the raffle tickets for the annual fundraiser.
17. Coordinate the participation of the ORJT with the "Meet the Trojans" event.
18. Organize and oversee the Scholastic All Star Banquet.
19. Be responsible for the fund-raising activities of ORJT. Solicits and manages the ORJT Sponsor program. Design and print banners.

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Concessions Manager: The duties of the Concessions Manager shall be to:

1. Be responsible for the ORJT Concessions and oversee
 - a. Prepare menu items and budget in conjunction with Treasurer and appropriate extended board members.
 - b. Ensure procurement of necessary concession items and equipment consistent with the approved ORJT budget.
 - c. Coordinate volunteer assistance in cooperation with the VP of Administration.
 - d. Ensure set-up and take down of Concessions Area before and following games.
 - e. Assume responsibility for and assure the safe disposition of ORJT owned concessions equipment.
 - f. Collaborate with high schools to ensure that their facilities are maintained according to Oak Ridge High School standards.
2. Have such other duties as from time to time may be assigned by the Board of Directors or President.

Treasurer: It shall be the duty of the Treasurer to:

1. Receive all monies and securities, and deposit the same in a depository approved by the Board of Directors including but not limited to all home games, fundraisers, home game shared vendors, cheer uniform fittings. All monies over \$500 will have two board members verifying the cash and/or monies collected as is stated in Article XI.
2. Keep records for the receipt and disbursement of all monies and securities of ORJT. Approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors.
3. Prepare an annual budget and financial statement under the direction of the President for submission to the Board of Directors at the final annual meeting.
4. Have ORJT books, accounts and records in condition for audit at all times and ready to turn over to his/her successor in the office of the Treasurer.
5. Ensure that all accounts are properly designated and that there shall be no commingling of personal or non-league assets of ORJT.
6. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of the Treasurer or may be assigned by the Board of Directors or President.
7. The treasurer will bring a monthly statement to the board meeting for Board review and verification.
8. It is the responsibility of the treasurer to ensure that all the contents of Article XI: Financial and accounting are met.