

***Indicates this position is essential (according to state law) to continue running the gaming organization.**

***JAF Chair: Tania Ishaug**

- Keeps the JAF Board on task
 - Follow up with agenda items and other board issues
- Lead Heritage Days Event with support of other board members
 - Communicate with event leadership for event details and needs
 - Work with VP Member Services to communicate volunteer needs to members
- Lead JAF special events with support of other board members
 - Work with board and other parties to select a date and topic for event
 - Schedule location
 - Schedule speakers
 - Lead monthly meetings
- Act as point person for issues regarding taxes, working with JAF treasurer and accountant
- Attend at least 9/12 monthly meetings per year.
- Time Commitment: About 5 hours per month

***President/CEO: Bob Christiansen (Exiting in 2023)**

- Gaming Site Administration
- Employee Management
- Gaming Accounting and Administration
- Gaming Communication
- Provide JAF Board with regular status update
- Attend at least 9/12 monthly meetings per year.
- Time Commitment: Appx 5 hours per month

VP Technology: Grant Effertz (Exiting in 2023, Clay Johnston is incoming)

- Manage the infrastructure of any technical assets for the Foundation. This is to include; web site(s), member web sites, Social Media sites, data backup/repository sites, internal networking, MailChimp or other email communication systems.
- Work with the VP Marketing on marketing execution. Assisting in or providing training on how to manage content, distribute messaging, or perform other types of communication with the Foundation members, constituents and board.
- Manage vendor relationships and contracts for all technical assets for the Foundation.
- Provide user guides or instruction sheets that outline the execution of any processes related to marketing or communications.
- Responsible for any necessary IT or technical planning, document and present to Board for approval.
- Research, interview and otherwise identify technologies that can assist in the operations of Foundation or its members and present to Board for discussion and approval.

- Provide JAF Board with regular status update
- Attend at least 9/12 monthly meetings per year.
- Time Commitment: About 5 hours per month

VP Marketing: Christy Warner (Exiting in Nov 2023)

- Attend at least 9/12 monthly meetings per year.
- Ensure marketing channels provide an accurate description of the JAF, including website, social channels and other marketing.
- Work closely with other board members to provide marketing language/copy or other materials needed to sustain and promote the club.
- Surface and/or follow up on partnership opportunities that will help grow JAF.
- Create and post social media content as often as possible (daily or weekly). Act as administrator for social media channels (Facebook and LinkedIn).
- Provide JAF Board with regular status update.
- Attend at least 9/12 monthly meetings per year.
- Time commitment: About 5 hours per month

VP Branding & Design: Eric Dallmann

- Oversee brand consistency, messaging and tone in all marketing efforts
- Provide JAF Board with regular status update.
- Attend at least 9/12 monthly meetings per year.
- Support any print design needs
- Support creative events, website or social asset needs
- Attend networking events on behalf of JAF 3-5 times per year
- Time commitment: 5-6 hours per month

VP Administration: Kim Gehant

- Manage the monthly meeting agendas
 1. Send out agenda requests and finalize and distribute agenda
 2. Send meeting reminder to broader group 1 week prior to meeting
 3. Run the monthly meetings to keep them on track & following the agenda
- Meeting Minutes (oversight)
 1. Ensure that minutes are taken during meetings and then sent to webmaster after approval
 2. Review/Proof notes
 3. Ensure notes are kept per state requirements
- Legal documentation
 1. Regular review of the status of the corporate book and paperwork to ensure in compliance with all state/federal requirements
 2. Administrator of the bylaws
- Organizing & Calendar
 1. Work with other board members to set the annual calendar and keep it updated
 2. Keep apprised of board action items and track monthly tasks, annual tasks, and special projects.
- Provide JAF Board with regular status updates
- Attend at least 9/12 monthly meetings per year.
- Time commitment: 5 hours per month

VP Strategic Planning: Molly Doyle

- Determine needs of Jefferson athletics by working with VP of City and School District Relations, the Strategic Planning Committee, AD, Coaches, and Booster Club Representatives
- Work with the Strategic Planning Committee to create and implement a process to distribute grants and additional funds.
- Evaluate grant and additional funds disbursement yearly to continue to meet the needs of participating sports.
- Provide JAF Board with regular status updates.
- Attend at least 9 of 12 meetings per year.

***VP Member Services: Amy Christiansen (Exiting in 2023, Krista Pearson incoming)**

- Communicate with Sports Liaison/Representatives
 1. Monthly meetings
 2. Financial requirements
 3. Volunteer requirements
- Keep email list for representatives updated/current via MailChimp
- Make sure representatives know about financial requirements / keep track of submissions and report to webmaster
- Keep track of Grant requests... make sure all information is received and communicate with sports teams
- Season Pass sales
 1. Work with team to create and sell season passes
 2. Keep track of sales for treasurer and JHS AD
 3. Make sure JHS has passes to sell/ collect money and give to Treasurer
 4. Create master pass list, provide copy to JHS Admin (Stephanie Kasel)
- Provide the JAF Board with regular status updates
- Attend at least 9/12 monthly meetings per year.
- Time commitment: 5-10 hours per month

***VP Treasurer: Colleen Stocker**

- Deposit Checks/Donations
- Pay Invoices
- Bank Reconciliation-Monthly
- Email Financials to Board-Monthly
- Enter Booster Club Income Statements into Quickbooks-2x year
- Write Grant Checks-2x year
- Provide Financial Reports to Accountants for Taxes-2x year
- Pay Insurance-1x year
- Financial paperwork/renewals-As needed
- Attend at least 9/12 monthly meetings per year.
- Write checks for booster club fundraising, bingo and Meat Raffle – Monthly
- Monitor electronic card reader purchases for transferring funds. Cheddar up app with Grant – as needed
- About **XX** hours per month

VP City and School District Relations: Mark Morrow (through 2025)

- Subscribe and monitor all City Council and School Board meeting Agendas, to update JAF Board on priorities important to JAF and Membership
- As necessary, attend Council or School Board meetings and be prepared to speak publicly in favor of JAF priorities.

- Email status updates to JAF Board/Membership on important JAF priorities – i.e. – turf fields, scoreboards, other Jefferson facility related matters and any future City Council/School District community facilities that could either positively or negatively affect JAF Membership.
- Attend at least 9/12 monthly meetings per year.
- Time commitment: approximately 5 hours per month

VP Secretary Tammy Tessier Kealy (Exiting in 2023)

- Record monthly meeting minutes
- Take attendance at monthly meetings
 1. Track sports/regs that do not fulfill meeting requirements
- Send minutes to leadership for review
- Send minutes to Member services to send out with agenda
- Keep Board Member list updated
- Attend at least 9/12 monthly meetings per year.
- Time commitment: 3-4 hours a month

VP Alumni: Kristine Myers

- Collecting Alumni information and maintaining the list
- Communicating with Alumni when appropriate
- Provide JAF Board with regular status update on Alumni committee events
- Attend at least 9/12 monthly meetings per year.
- Time commitment: 2-5 hours per month

VP Volunteer Coordinator- OPEN

- Through Sign up Genius, ensure that gaming events (Bingo, meat raffle) are staffed by the required number of volunteers.
- Communicate with the volunteering team's representative to ensure that they understand what is needed from the volunteers.
- Ensure that gaming events are being promoted through email and social media by the volunteering team.
- Provide JAF Board with regular status updates.
- Attend at least 9/12 monthly meetings per year.