

Board of Directors

Chairman:	Stephen Moore	moore@rawbw.com	408-371-3436
Secretary:	Matt Tarzon	seahawkyyouthvp@gmail.com	650-261-1955
Treasurer:	Malia Chao	soaneutalia@hotmail.com	650-771-2845
Registrations Administration:	Jeff Smith	jeffsmith07@gmail.com	650-714-1595
PR/Communications:	Warrick Taylor	warrickt@gmail.com	650-669-1966
Volunteers and Hospitality:	Kendra Cortinas	cortinask@yahoo.com	650-771-2895
Assistant:	Amanda Martin	amandamartin00@yahoo.com	
Fields and Equipment:	Mitch Zuklie	mzuklie@orrick.com	650-851-2772
Assistants:	Nick Foote	nfoote@pausd.org	
	Jeff Smith	jeffsmith07@gmail.com	
	Steve Flanders	swfwork@yahoo.com	
General Enquiries:		info@seahawkyyouthrugby.com	

Responsibilities

<p><u>Chair</u></p> <ul style="list-style-type: none"> - Chief Executive Officer of the board - Selects Coaches & Requirements - Sets Club Direction - Ensures that overall objectives and tasks are accomplished - Scheduling - Seeks membership in local and regional youth rugby organizations (specifically governing and growth organizations) - Conducts face to face public relations with parents - Manages general public relations with other youth rugby organizations - Reports on progress in above listed areas to the board 	<p><u>Secretary (Vice Chair)</u></p> <ul style="list-style-type: none"> - Assistant to and stand for the chair (in his or her absence) - Coordinates and facilitate board meetings - Prepares meeting minutes - Organizes Safety and First Aid Marshall for game days - Coordinators referees - Coordinate home game days - Reports on progress in above listed areas to the board and/or the chair - Should be coaching different age group than chair (<i>but not a necessity</i>)
<p><u>Treasurer</u></p> <ul style="list-style-type: none"> - In charge of finance - Must be available at least twice a week for transactions etc - Must ensure that all transactions are recorded and fit into the legal guidelines of the finances of a non-profit - Perform s necessary legal (i.e. waiver forms) - Responsible for ensuring the forms are the correct, up to date forms - Arranges Club and Board Insurance - In charge of ensuring that the insurance and the accompanying documentation is up to date and complete - Coordinates finances with and reports the income and expenses to the board and/or the chair 	<p><u>Registrations Administration</u></p> <ul style="list-style-type: none"> - Ensures that all necessary documentation is collected and organized for entry into the necessary systems and available to each coach in binder form - Enters data into the appropriate systems throughout the season - Fee collections - Scholarship Awards - Reports on progress in above listed areas to the board and/or the chair
<p><u>Field and Equipment</u></p> <ul style="list-style-type: none"> - Reserves fields for the season - Orders replacement of uniforms and equipment - Equipment inventory, storage and tracking - Finding team needs and ordering training equipment - Coordinating the costs of the above with the treasurer, board and/or the chair - Reports on progress in above listed areas to the board and/or the chair 	<p><u>Volunteers and Hospitality</u></p> <ul style="list-style-type: none"> - Oversees coordination of hospitality for each age group - Finds team parents and other leadership for each age group - Coordinates the volunteers with the PR/Communications person and the information generated on each child's enrolment. - Is the ultimate manager of any snack bar or item sales at games - Reports on progress in above listed areas to the board and/or the chair
<p><u>PR & Communication</u></p> <ul style="list-style-type: none"> - Planning and coordinating recruitment efforts and accompanying documents etc. - Generating team updates in coordination with the board and/or the chair - Maintenance of the website as webmaster with approval of the board and/or chair - Coordinating the costs of the above with the treasurer, board and/or the chair - Reports on progress in above listed areas to the board and/or the chair 	