

NFPA GUIDELINES

NFPA Officers

The following officers should be chosen from the 12 sets of parent representatives on the NFPA Board:

- **President** – responsible for managing the overall business of the NFPA Board, facing off with the Football Coach, facilitating the monthly NFPA Board meetings, developing a schedule for all NFPA meetings and events and reserving locations for those meetings and events as necessary, soliciting volunteers from the Board to lead the various committees of the NFPA and assisting all members of the Board with their assigned tasks. The President is customarily the parent of a Senior player but can be the parent of an underclass player should no Senior parent wish to hold the position.
- **Vice President** –this person would work closely with the President, assist the President with administrative duties, facilitate the monthly meetings in the President's absence and typically assumes the Presidency when the term of the current President is complete. This position would typically be filled by a junior parent, but can be the parent of any underclass player should no junior parent wish to hold the position or if a junior parent is serving as President.
- **Secretary** – records and publishes minutes from the monthly meetings and makes them available to the other members of the Board and provides appropriate documents to the Webmaster for inclusion on the NFPA website as appropriate.
- **Treasurer** – manages the funds earned and spent by the Board; reconciles the bank account and oversees the budget; is the only signature required on checks. The Treasurer will provide a financial report and copy of the bank statement and reconciliation to the Board at each monthly meeting. The Board will approve the financial report and make available as necessary.
- **Communications Director** – responsible for obtaining and maintaining e-mail and other contact information for every family within the NFPA, sending regular and special communications to all NFPA families and providing appropriate documents to the Webmaster for inclusion on the NFPA website.

A position which is not considered an officer but nonetheless is an important member of the Board is the **Athletic Booster Representative**. This person represents the NFPA on the Northville Athletics Booster Club with full voting rights within that organization and reports the activities to the NFPA Board during the monthly meeting.

There is no election of officers but rather the existing Board will determine who among them is interested in assuming a position which will be open at the end of the current year and mutually determine who will fill that position. There are no fixed terms for any of the officer positions but it is expected, though not mandatory, that any parent who becomes an officer will retain that position until they leave the Board.

Executive Board

Within the NFPA Board is an Executive Committee consisting of the NFPA officers - President, Vice President, Secretary, Treasurer, Communications Director and Fund Raising Chair. All members of the Executive Committee are chosen from the 12 sets of parent representatives on the Board and ideally includes representatives from the Senior, Junior and Sophomore classes. If none of the officers are parents of a Sophomore player, the Executive Committee should choose a Sophomore and/or freshmen parent from the existing Board to represent the underclassmen. The Sophomore parent should be willing to assume the position of President in two years or when the position becomes vacant.

As existing members of the Executive Committee leave the Board they should be replaced by members of the current NFPA Board. If the Executive Committee determines that additional representation on the Executive Committee is necessary, additional members may be selected,

again from the existing members of the Board or incoming new members if necessary. Selection of new members should be approved by a majority vote of the current Executive Committee.

The Executive Board is responsible for approving and overseeing the following:

- Fundraising projects
- Committee and subcommittee activities and budgets
- Program activities
- Dispersal of funds

Approval for all these items will be by a simple majority vote of all Executive Committee members. Executive Committee members have one vote per set of parents (i.e., if the President and Secretary are spouses they get one Executive Committee vote between them). All such votes should be included in the minutes of the meeting in which they took place. If it is necessary to have a special vote between meetings, the vote will be recorded by the Board Secretary and included in the minutes of the next regularly scheduled meeting.

If none of the current NFPA Board members representing either the Sophomore or Junior classes wishes to assume the role of President either the next year or the year after, the Executive Committee can do one of the following:

- Add a fourth set of parent representatives for that grade to the NFPA Board with the understanding that they will also become members of the Executive Committee and assume the position of President when appropriate
- If none of the current year Junior parents wishes to become President, ask the current year Sophomore parents on the Executive Committee if they will be President for the next 2 years
- If none of the current year Sophomore parents wishes to become President, ask a current year Freshman set of parents if they will be President for 2 years starting the year after next and move them to the Executive Committee

Budget Management and Funds Dispersal

Early in the calendar year, each committee chair should submit his or her budget for the year with as much line item detail as possible. The Executive Committee will review and approve each request and use the input to develop the total NFPA budget. The Fundraising Chair will use this information to determine the number and type of fundraising activities which will be necessary for the year. It is recommended that a sum equaling 25% of the full year budget (but not more than \$10,000 for legal reasons) remain in the NFPA account at the end of each year to be carried forward to next year's Board.

Written requests for dispersal of approved funds (those already voted on by the Executive Committee) should be submitted directly to the Treasurer. Each request should be accompanied by original receipts, if the product or service has already been purchased, or a quote or estimate on the provider's form if a deposit or full payment is required in advance of the purchase. Should neither a receipt nor a quote be available, the requestor should provide a written note with as much information as possible for the Treasurer's files.

Written requests for funds not yet approved by the Executive Committee should be submitted to the Board President, again accompanied by a quote and/or detailed explanation. The President has the authority to approve any request for \$500 or less. The President also has the authority to approve overruns of \$500 or less (actual expenses which exceed approved estimates). The President will forward all requests and overruns exceeding \$500 to the members of the Executive Committee for approval and advise the requestor when a decision has been made. A special meeting of the Executive Committee can be called to discuss each request. A simple majority vote by the Executive Committee will approve each request. A vote on each request can occur at a regular Board meeting, at a special meeting or by e-mail or phone contact between meetings. In all instances the Secretary will include a record of the vote in the minutes of the next Board meeting.