

## OCCA Executive Board Positions – 2020/2021

There are positions on the Executive Board that may become open for the coming year. To help you understand the requirements of each position an abbreviated description of each follows. If you are interested in running for an officer position, or being considered for one of the appointed personnel positions, please complete the online application. **The deadline is April 18<sup>th</sup>**. Elections for Executive Officers will take place during the general session at conference, please be prepared to address OCCA Members.

### **OFFICERS:**

**President** – acts as chief officer of OCCA, prepares agendas for all meetings and the general session, presides over all board meetings and the general session, appoints special personnel, oversees all aspects of OCCA, must have been on the executive board 3 out of the last 5 years. Also serves as an OSAA Rep unless they are unable due to not meeting the OSAA requirements (ie – currently employed by a school), in which case the next person in line (Vice President) would be the OSAA Rep, and so on. This position is a two year term.

**Vice President** – assumes the duties of the President if necessary, responsible for coaches' education and coordination of team cheer clinics, chair of the constitution committee, chair of the recognition committee. This position is a two year term.

**Secretary** – keeps minutes of all meetings, keeps attendance at all meetings, answers correspondence, and facilitates the election process at the general session, editor of the newsletter. This position is a two year term.

**Treasurer** – serves a two year term, keeps accurate records of all finances, pays all bills and reimbursements, and provides an oral and written financial report at all meetings.

**OSAA Rep** – serves a three year term as a member of the OSAA Activity Advisory Board, serves as liaison between OCCA and OSAA, must be currently employed at an OSAA high school.

### **SPECIAL PERSONNEL:**

**All-State Director** – coordinates the annual OCCA All-State Individual and Stunt Team Championships.

**Communications Chair** – maintains OCCA website, maintains the OCCA general email account, distributes emails to the membership as directed, and acts as a substitute for the social media chair.

**Competition Coordinator** – maintains a schedule of cheerleading competitions in the state, corresponds with Competition Directors, keeps updated eligibility for the State Championships, maintains performance and safety judge schedules, judge recruiting, and acts as liaison between judges and competition directors.

**Conference Director** – coordinates all aspects of the annual OCCA Coaches Conference.

**Event Assistant** – assists with all OCCA Events (All-State, Conference, Championships, and Game Day Championships).

**Game Day Championships Director** - coordinates the annual OCCA Game Day Championships.

**Les Schwab Bowl Coordinator** – coordinates the annual 6A/5A Les Schwab Bowl, liaison with the Les Schwab Bowl organizers. A current coach from a 5A-6A school is preferred.

**Membership Chair** – maintains a roll of active membership, distributes membership forms and the member directory.

**Oregon Cheer Championships Director** – coordinates the annual Oregon Cheer Championships.

**Performance Judge Trainer** – As the Judge Trainer, organize the annual performance judge adjudication workshops, must have one year of judging experience, coordinates training for out of state judges, facilitates weekly trainings with all judges, provides weekly updates to membership regarding judging clarifications, and monitors the OCCA judge coordinator email.

**Rec Liaison** – acts as a liaison between the Rec Team Coaches and the OCCA, conducts outreach to Rec Team coaches, explains rules and safety requirements for OSAA sanctioned competitions.

**Safety Chair/OSAA Spirit Rules Interpreter** – responsible for training the technical judges including grading all tests and maintaining a database of certified tech judges, and oversees educating the state HS coaches on rules.

**Scholarship Chair** – distributes academic scholarship materials to coaches, establishes and chairs a committee for processing applications, maintains a database of scholarship recipients and amount of awards.

**Shrine Game Coordinator** – coordinates the annual 1A-4A East/West All-Star Shrine Game, liaison with the Shrine Game organizers. This position requires extensive travel. A current coach from a 1A-4A school is preferred.

**Social Media Chair** – Maintains all OCCA social media accounts and serves in a public relations role for OCCA.

**Spotter Coordinator** – compiles and maintains a list of trained spotters, develops, implements and maintains a training program for spotters, assigns spotters to OSAA sanctioned competitions.

**State Championships Liaison** – assists in coordination of OSAA State Cheerleading Championships.

**Vendor Liaison** – acts as liaison between OCCA and vendors, recruits vendors, compiles and maintains a database with vendor information.