



Phoenix Hellraisers, Inc.  
3135 W. Augusta Ave  
Phoenix, AZ 85051

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[www.phoenixflagfootball.com](http://www.phoenixflagfootball.com)

## PHOENIX HELLRAISERS – BOARD MEMBERS & DUTIES

Name	Title	Date Elected	Next Election
Shawn Rea	Commissioner	n/a	May 1, 2011
Brian Miller	Assistant Commissioner	May 1, 2010	May 1, 2012
Alex Cadenas	Secretary/Treasurer	n/a	n/a
	Secretary	n/a	May 1, 2011
	Treasurer	n/a	May 1, 2011 ( <i>First year - 1 year term to stagger against Secretary election</i> )
Rich Serrano	Event Coordinator	May 1, 2010	May 1, 2012
Jared Garduno	Community Outreach	n/a	May 1, 2011
	Player Relations	n/a	May 1, 2011 ( <i>1 year term</i> )

### Commissioner Duties:

- A. The Commissioner will be the official spokespeople for the Phoenix Hellraisers and shall be responsible, with the advice and council of the Commission as provided by these by-laws, for the overall direction of the Phoenix Hellraisers.
- B. The Commissioner shall chair all membership, Commission and Executive Committee meetings.
- C. The Commissioner shall serve as voting members of all standing committees.
- D. The Commissioner will represent the Phoenix Hellraisers at all regional, national and international meetings related to the operation of the corporation.
- E. The Commissioner will ensure that all officers, members and coaches are conforming to NGFFL or other pertinent regulations.
- F. The Commissioner will monitor any changes in NGFFL regulations and will represent the Phoenix Hellraisers best interests during processes where the NGFFL regulations are changed.

### Assistant Commissioner Duties:

- A. The Assistant Commissioner shall exercise the power and authority and perform the duties of the Commissioner in absence or disability of the Commissioner.
- B. The Assistant Commissioner will perform such duties as are assigned by the Commissioner to implement these by-laws.
- C. The Assistant Commissioner is responsible for the acquisition of adequate playing facilities and qualified officiating staff for all competitive activities.



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- D. The Assistant Commissioner is responsible for the acquisition and inventory of necessary equipment for all competitive activities.

**Secretary Duties:**

- A. The Secretary will maintain the official copy of the by-laws, rules of play, code of conduct and any other related corporate documents.
- B. The Secretary will record and maintain Commission and Executive Committee meeting minutes and make these minutes available to members as requested.
- C. The Secretary will maintain a roster of all the competitive teams including their players and Commission representative.
- D. The Secretary will coordinate communication materials, including e-mails, website, and social network websites.

**Treasurer Duties:**

- A. The Treasurer is accountable for all funds received and disbursed by the corporation and will maintain the financial records of the corporation..
- B. The Treasurer will prepare monthly and annual financial statements and present these reports to the Executive Committee. Financial reports will be presented to any regular meeting of the Commission. An annual report will be available to any member in good standing upon request.
- C. The Treasurer will prepare budgets as requested by the Executive Committee. The budgets will include, but not limited to, funds for playing facilities, officiating staff, office expenses, mailings, awards banquets and all other necessary corporate expenses.
- D. The Treasurer will coordinate any and all required state and federal filings.

**Event Coordinator Duties:**

- A. The Event Coordinator together with the Community Outreach representative and Player Relations representative is responsible for recruitment of new members.
- B. The Event Coordinator is responsible for scheduling and staffing all public events, including social events, fundraisers, recruiting events, and awards ceremonies.
- C. The Event Coordinator together with the Community Outreach representative is responsible for coordinating committees to represent the Phoenix Hellraisers at public events, including Pride events, and Rainbows festival.

**Community Outreach Duties:**

- A. The Community Outreach representative together with the Event Coordinator and Player Relations representative is responsible for recruitment of new members.
- B. The Community Outreach representative is responsible for promoting the Phoenix Hellraisers in the community through the social networking websites, sports websites, and local and national publications.
- C. The Community Outreach representative is responsible for developing sponsorship proposals to obtain sponsorship opportunities with local and national organizations. The Community Outreach representative shall foster and develop professional relationship with sponsors and report regularly to the Executive Committee on the relationship with each sponsor.



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D. The Community Outreach representative is responsible for coordinating committees to represent the Phoenix Hellraisers at public events, including Pride events, and Rainbows festival.

**Player Relations Duties:**

- A. The Player Relations representative together with the Event Coordinator and Community Outreach is responsible for recruitment of new members and retention of existing members.
- B. The Player Relations representative maintains open communication with members and solicits feedback from members.
- C. The Player Relations representative will serve as the chairman of the Code of Conduct committee.