

DESCRIPTION OF BOOSTER POSITION TASKS & RESPONSIBILITIES

Athletic Director:

- Provide parent contact information (email, names) to booster President at outset of season (obtained from school athletic forms),
- Communicate booster club participation expectations to coaches and parents.
- Act as resource to booster President,
- Submit funding requests from coaches/staff to booster President,
- A.D. or Other School Personnel: Schedule and manage certain seasonal building needs
Specific tasks: cleaning/maintenance of bathrooms & portalets, winterizing buildings, power, water)

President:

- Liaison to school staff /A.D. and coaches,
- Schedule/facilitate club related meetings including agendas; speak at public meetings on behalf of club.
- Responsible for Coke equipment (coolers) at turf and track
- Point of contact for outside groups & vendors (manage Coke account—inventory, orders and deliveries),
- Manage daily financial needs for events/make deposits (including team deposit allocations if needed)
- Keep public up to date on booster news via facebook/website/large email distributions,
- Act as resource to other club positions—especially related to inventory, equipment, supplies, and team assignment to event dates.
- Purchase new equipment identified by VP and Building/Equipment Coordinator as needed

Vice President:

- Shall preside at meetings when the President is absent
- Works with Building & Equipment Coordinator on the following tasks:
- Responsible for opening/closing buildings between seasons (to include transfer of equipment, supplies, inventory prior to onset of next season)
- Responsible for equipment maintenance & repair—to include fry shack opening/maintenance/closing, researching new equipment resources—as needed, train designated volunteers for fry shack operation (special events/football only). Inform President of selected purchasing needs

Secretary:

- Keep meeting minutes, distribute minutes to President

Treasurer:

- Maintain all club financial records
- Pay bills
- Maintain tax records
- Manage insurance policies.

Building/Equipment Coordinator:

- Shares all building/equipment tasks assigned to the Vice-President (see above)

Inventory purchasers (2 people for fall, winter, spring seasons):

- Need 2 people each sports season to share food/drink/supply purchasing responsibilities (except Coke). Responsible for conducting inventory, restocking between events, ensuring product rotation by “sell” dates.

Season coordinators (1-2 people for fall, winter, spring seasons):

- Organize all equipment (except fry shack) prior to first event of season (ensuring all is in good working order and placed at best location in the concession)
- Organize concession building/room prior to start of season with provided supplies and inventory,
- Coordinate with food purchasers to be sure all food is stocked prior to first event,
- Ensure up to date signage in concessions for volunteers—opening/closing procedures, equipment directions, menus
- Collaborate with team parents on coverage for event dates. (emails provided by either: 1) school forms or 2) team parent)
- Develop sign up genius database to cover all event dates for season with teams assigned to dates.
- Distribute sign up genius to all volunteers via email,
- Monitor volunteer coverage needs throughout season,
- Liaison with President for publication of unmet needs via social media and school website

Team parents:

- Work with season coordinators to ensure coverage, active volunteer recruitment, maintain team email list