



Raider Athletic Booster Club



GENERAL DUTIES AND RESPONSIBILITIES FOR ALL COMMITTEES: TOSA EAST ATHLETIC BOOSTER CLUB

- 1) Prepare a detailed list of planned committee activities, events, and expenditures.
- 2) Submit monthly revenue and expense reports to the Treasurer.
- 3) Recruit Club members to become proactive participants on your committee.
- 4) Provide monthly committee activity reports at the Club Meeting.
- 5) Provide support to other Club committees
- 6) Coordinate events and activities with other Club committees and members.
- 7) Help promote Club membership and TE Athletic Booster Club activity participation.
- 8) Prepare monthly committee update of events and present to monthly TE Athletic Booster Club meetings or provide documentation to be read by TE Athletic Booster Club officer at meeting on your behalf.
- 9) 2-Year commitment for all Board Positions
- 10) Expectation that VP will then become President for following term

PRESIDENT: Prepares monthly agenda and runs meetings. Gathers all team requests from online submission and AD discussions, then brings requests to vote at monthly meetings. Asks for motion to approve on all requests, asks for second, and asks for all those in favor/opposed (Aye/Nay). Coordinates volunteers for annual Hart Fest bartending opportunities. Responds to all team requests by letting requestor know their item will be added to the agenda and inviting them to attend. Delegates follow up items needed after monthly meetings. Presents scholarships at annual awards ceremony and delivers speech.

VICE PRESIDENT: Supports President and fills in when necessary to run meetings or present at school functions.

TREASURER: Maintains TE Athletic Booster Club bank accounts. Prepares annual statements. Delivers checks/payments for all approved expenses. Presents monthly updates and balance sheet to present at monthly meetings.

SECRETARY: Maintains and updates TE Athletic Booster Club website. Documents minutes taken during monthly meetings and posts to website.

MEMBERSHIP: Maintain Club membership database with name, address, phone numbers, and email addresses. Keep accurate membership records. Promote membership; collect membership dues, record memberships. Work with Executive Committee to set membership rates and levels. Coordinate membership benefits with other committees as appropriate. Shares current list of members with other committees to utilize for the betterment of the club.

ALUMNI: Establishes and maintains communications with TE Alumni. Works with other committees to encourage Alumni to join TE Athletic Booster Club. Establishes documentation to send to Alumni for donations to TE Athletic Booster Club. Sends updates to Alumni regarding TE Athletics.



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CONCESSIONS: Coordinates team volunteers to fully staff all home concessions events while utilizing Sign-up Genius for online scheduling. Organizes and orders all necessary supplies. Works with AD and Office personnel regarding supply storage.

MERCHANISE: Orders, sells, maintains and organizes spirit wear sales throughout the year for the TE Athletic Booster Club. Provides updates regarding inventory and funds generated by sales. Organizes both in-person and online sales activities.

SCHOLARSHIPS: Establishes and recruits annual committee regarding TE Athletic Booster Club Athletic Scholarship Program. Communicates and coordinates with TE High School Scholarship individual regarding timeline and application process. Communicates with TE Athletic Booster Club members at meetings, coordinates/drafts awards ceremony speech, and communicates with Secretary for publication of awardees yearly.

RED & WHITE FUNDRAISER: Plans, organizes and implements annual Red & White fundraiser event for TE Athletic Booster Club.

ADVERTISING: Works with TE Athletic Booster Club members and local businesses to coordinate efforts for advertising opportunities within the club.

VOLUNTEER: Establishes Parent Volunteer between a sport(s), coaches, families and TE Athletic Booster Club. Parent Volunteer reports information regarding sport(s) activities throughout the year to Volunteer Coordinator who can present at TE Athletic Booster Club monthly meeting. May act on behalf of sport/team coach in requesting funds for the sport they represent. May be utilized on TE Athletic Booster Club Facebook Page as administrator to communicate updates instantly. Communicates on behalf of sport with Secretary to potentially post photographs of sport or other updates on Booster Club website.

SOCIAL: Plans, organizes, and advertises annual Social Event(s)