

Booster Club Job Descriptions

[DRAFT 2-25-19]

PRESIDENT (required)

The duties of the president shall be as follows:

- Create agenda for secretary preparation and preside over monthly and /or any extra meetings
- Run annual election of officers
- Facilitate BOOSTER CLUB board planning meetings. (Separate from monthly public meetings)
- Recruit or solicit committee leaders as required and track on all subcommittees
- Discuss planned events during the term with board and booster members
- Act as liaison between parents and principal/staff and meet with school administrators as needed
- Working with secretary and other officers, provide information for news updates to Principal for newsletter and website
- Review objectives and strategies with elected officers/members.
- Work with board to draft budget and set fundraising target
- Provide a safe forum for the discussion of issues affecting school community
- Speak (or direct another representative to speak) at at school events to promote membership in the Booster Club and solicit membership
- Signs all checks in conjunction with Treasurer.

VICE PRESIDENT

The duties of the vice president shall be as follows:

- Attend all club meetings and Assist the President in all functions
- Preside at all meetings and events in the absence of the President
- Coordinate committee chairpersons attending meetings as needed and communicate with the President
- Lead or assist with at least one subcommittee

TREASURER (required)

The duties of the treasurer shall be as follows:

- Setup and maintain accurate records for all financial aspects of the Club
- Maintain and update bank account records
- Pay bills upon receipt of documentation and approval
- Prepare and present to the Booster Club a monthly financial report
- Lead or assist with at least one subcommittee

SECRETARY (required)

The duties of the secretary shall be as follows:

- Maintain all records (including minutes, documents about programs and events, and other Club history)
- Take minutes at BOOSTER CLUB meetings. Forward to president for review, and then submit minutes to Communications Chair for inclusion on website. Make copies of the minutes for the next BOOSTER CLUB meeting so they can be approved by the membership. Keep all records of the minutes of meetings
- Read any correspondence at meetings

- Monitor website to make sure information accurately reflects decisions documented in meeting minutes.
- Work closely with the President in creating the agenda for monthly BOOSTER CLUB meetings and Booster Club Board meetings.
- Liaise with Communications director to send out action items and meeting alerts
- Lead or assist with at least subcommittee

COMMUNICATIONS CHAIR

- Manage email and phone list for all Booster Club members
- Liaise with school to update mailing list (member list) with new names gathered through school website link
- Publicize all BOOSTER CLUB events through a variety of channels
- Manages fliers from past events which can be repurposed for new events.
- Works with Secretary to update website information
- Manages website content -- including posting images and news contributed by other members
- Sends out all Booster Club notifications to members including meeting reminders, volunteer opportunities, minutes, solicitations, and other news

VOLUNTEER CHAIR

- Works closely with Communications director to solicit volunteers from the Booster Club for events.
- Works closely with the President and the Principal to understand what type, and how many, volunteers are needed for events throughout the year.
- Attends events where volunteers are needed and helps to connect volunteers as they arrive with jobs. Checks in on volunteers throughout event and helps.

- Tracks volunteer hours so that volunteers may be recognized at the end of the year.

FUNDRAISING CHAIR

[description TK]

WEBSITE CHAIR

[description TK]