

## **Booster Club Officer / Committee Roles & Responsibilities**

### **President**

Typically, the president of a booster organization is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside at all meetings of the organization.
- Regularly meet with the designated campus representative regarding booster activities.
- Regularly meet with the treasurer of the organization to review the organization's position.
- Schedule an annual audit of records or request an audit if the need should arise during the school year.

### **Vice-President**

The vice president acts as the president's representative in his/her absence. They must remain familiar with the organization. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve.
- Perform administrative functions delegated by the president.

### **Secretary**

The secretary is responsible for keeping accurate records of the proceedings of the association and reporting to the membership. The secretary must ensure the accuracy of the meeting minutes and have a thorough knowledge of parliamentary law and the organization's procedures. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster organization if such a governing board is defined.
- Maintain the records of the minutes and any standing committee rules, current membership, and committee listing.
- Record all business transacted at each meeting.
- Maintain records of attendance of each member.
- Conduct and report on all correspondence on behalf of the organization.

### **Treasurer**

The treasurer is the authorized custodian of the funds of the association. The treasurer receives and disburses all monies indicated in the budget or as authorized by the action of the association. The major duties include, but are not limited to, the following:

- Serve as chairperson of the Budget and Finance Committee if prescribed.
- Issue a receipt of monies received and deposit said amounts every week (daily if receipts on hand exceed \$250.00).
- Present/Maintain a current financial report including bank statements, bank reconciliations, and financial statements and be able to give them to the Financial Services Office when requested. Copies should be available for review by the general membership as requested.
- File financial reports by September 1st of each year with the district executive board.
- Maintain an accurate and detailed account of all monies received and disbursed.
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.
- File sales tax reports as required by the State Comptroller's office (monthly, quarterly, or annually).
- File annual IRS form 990 on time.
- Submit records to the audit committee appointed by the organization upon request or at the end of the year.

**Concessions Manager-** The Concessions Manager oversees the booster club concessions, your role is vital in managing the operation efficiently and effectively generating revenue in support of the club's activities and beneficiaries. Your responsibilities may include:

- Oversee the procurement, storage, and organization of inventory, including food, beverages, supplies, and equipment needed for concession sales. Monitor inventory levels, track usage, and replenish stock as needed to ensure availability during events.
- Ensure compliance with food safety and best practices to maintain a clean, safe, and sanitary concession stand environment.
- Pre-game prep of concession stand for volunteer shifts
- Keep accurate records of cash logs, work closely with the Treasurer on expenses, and profits, and maintain financial accountability and transparency.

### **Game Day Meal Lead**

As the person in charge of game day meals for athletes, your role is crucial in ensuring that players receive pre-game nutrition to fuel their performance and recovery.

Your responsibilities include:

- Schedule, order, and deliver game day meals to players who purchase a game day meal plan.
- Request and coordinate discounted pricing with local vendors/restaurants to stay within budget.
- Accommodate any dietary restrictions or food allergies among athletes, ensuring that meal options are inclusive and safe for all players.
- Stay within meal budget throughout the season and report accurate expenses to the Treasurer
- Prepare team water coolers before each game

*Ideally, each JV and Varsity Team will have a dedicated parent volunteer during tournament weekends.*

**Banquet Committee Lead** - As the Committee Lead of the End-of-year banquet committee, your responsibilities encompass a range of tasks to ensure the event is organized, enjoyable, and memorable for players, coaches, and attendees.

Your responsibilities may include:

- Oversee all aspects of event planning, including venue selection, date scheduling, and logistical arrangements such as catering, decorations, and audio-visual setup.
- Budget Management
- Team Management: Recruit and delegate tasks to committee members and volunteers.
- Communication: Serve as the primary point of contact for coordinating with coaches, board members and parents regarding banquet details, timelines, and expectations.
- Collaborate with coaches and board to create a program agenda that includes speeches, awards presentations, and recognition of achievements.

**Fundraising/Sponsorships Committee Lead** - As the leader of the fundraising committee for a booster club, your role is pivotal in generating essential financial support to enhance programs and opportunities for Rouse Baseball Programs and Athletes.

Your responsibilities may include:

- Identify potential fundraising opportunities, including events, campaigns, grants, sponsorships, and partnerships.
- Lead a team of volunteers to assist with fundraising efforts.
- Work closely with the booster club board and treasurer to establish fundraising goals, track income and expenses, and ensure proper allocation of funds to support club activities, projects, and initiatives.
- Plan and coordinate fundraising events such as auctions, dinners, carnivals, or athletic tournaments.
- Cultivate relationships with donors, sponsors, alumni, local businesses, and community partners to secure financial support and in-kind donations.
- Recognition and appreciation for donor generosity

**Membership Committee Lead** - As the individual responsible for generating booster club membership, your role is critical in building a strong and engaged community of supporters who are committed to advancing the club's mission and supporting its beneficiaries.

Your responsibilities may include:

- Develop a comprehensive strategy for attracting, retaining, and growing booster club membership.

- Actively recruit new members by attending school events, parent meetings, sports games, and other relevant gatherings to promote the benefits of booster club membership. Personally reach out to potential members and follow up with personalized communication to encourage participation.
- Establish membership dues and benefits packages that offer value and incentives for joining the booster club. Ensure the perks of membership packages are delivered.

**Merchandise Lead** - The Merchandise Lead is responsible for overseeing the planning, procurement, production, and sale of merchandise to support the club's fundraising efforts and promote school spirit. Their responsibilities typically include:

- Selecting a diverse range of merchandise items, such as apparel and accessories that appeal to club members, students, parents, and fans.
- Source reliable suppliers, manufacturers, and vendors to produce or supply merchandise items.
- Negotiate pricing, terms, and delivery schedules to ensure cost-effective procurement and timely availability of merchandise inventory. Coordinate the sale and distribution of merchandise

**Nominating Committee** - The Nominating Committee for a booster club is typically responsible for identifying and nominating candidates for leadership positions within the club's governing body. The committee is responsible for identifying individuals who are qualified, willing, and capable of serving in leadership roles within the booster club. This may involve reaching out to club members, soliciting nominations, and actively recruiting potential candidates. The committee oversees the nomination process, and procedures, setting deadlines for submitting nominations, and ensuring that all qualified candidates are considered for available positions. The committee may oversee the voting process.

**Special Events Committee**- The Special Events Committee is a group of volunteers responsible for planning, coordinating, and executing various special events to support the club's goals and objectives. Past and future events may include, Hit-A-Thons, Golf Tournaments, and Corn Hole Tournaments. Each event should have a dedicated Lead who works closely with the Coaches and Booster Board and manages the event and volunteer coordination.