

## **Northern Boys Soccer Boosters Board Position Descriptions**

There are four Executive Committee members that provide leadership, accountability, and coordination for the work of the Northern Boys Soccer Booster Club. Nominations for these positions are taken during the November Board meeting, and elections are typically held in January.

### **President**

The President's role is to provide leadership for the Boosters throughout the season, including planning, communication, recruiting volunteers, and facilitating meetings. Responsibilities include:

- Presiding over meetings, including creating the agenda, facilitating discussion, and requesting motions and votes as necessary.
- Communicating with Athletic Director and coaches in order to support soccer program in ways that align with school policy and coach priorities.
- Coordinating volunteer leaders for Booster programs and events.
- Leading the budget discussions in February/March to ensure a balanced budget.
- Completing and submit requests for fund raiser forms to the high school.
- Resolving conflicts if and when they arise
- Completing the 2<sup>nd</sup> signature on checks as needed

### **Vice President**

The role of the Vice President is to serve in the President's absence and provide support to the Boosters. Responsibilities include:

- Filling in for the President in the event the president is unable to attend a monthly meeting.
- Assisting the President as needed and review his/her responsibilities
- Completing the 2<sup>nd</sup> signature on checks as needed

### **Treasurer**

The Treasurer maintains complete and accurate records of all financial activities of the Booster Club, collects deposits and distributes reimbursements, and communicates financial information. Responsibilities include:

- Maintaining and distributing the Budget and Monthly Financial Activity reports.
- Providing monthly treasurer report at the monthly meeting.
- Sending monthly budget reports to the Secretary for distribution with agenda and minutes.
- Providing bank with all required documents for the account, including signature card.
- Being available to count and collect monies received at concession stand home game sales.
- Preparing cash box for concessions and Shoot Out.

- Writing checks for all expenses incurred that are reimbursable, including obtaining a second signature from either the President or Vice President.
- Ensuring that all receipts for expenses incurred are accounted and available for review, should the auditors request documentation.
- Depositing all checks and cash received.
- Submitting accurate financial statement and the most current bank statement to the Business Manager of the School District annually.
- Ensuring all deposits and payments are applied to the specific category on the budget. i.e. Concession, sportswear, banquet, Calloway cards, etc.

### **Secretary**

The role of the Secretary is to maintain documentation of Booster Club meetings and to facilitate Boosters-related communication. Responsibilities include:

- Collecting and maintaining contact information for high school players and parents, including facilitating communication (e.g. e-mail and TeamSnap)
- Reserving rooms for Booster Club meetings
- Sending out meeting reminders, agendas, and minutes to parents and coaches
- Taking minutes at each meeting and distributing minutes to Board members for review in preparation for the next meeting.
- Maintaining Booster Club records, including past agendas and minutes.
- Managing social media, including revising Booster Club website and serving as administrator for Facebook page.