



Seton Catholic High School Booster Club

Roles and Responsibilities

2025-2026

We ask that all Board Members, Chairpersons, and Grade Representatives make an effort to attend all Booster Club meetings held the 2nd Tuesday of the month at 1 p.m.

President: Jami Towne

- * Voting Member: 2 year minimum term
- * Member of the Executive Board
- * Chief Executive Officer of the Booster Club
- * Establishes and oversees committees & sub-committees as needed to support Booster Club functions
- * Attends and runs all Board & Booster Club meetings
- * Works closely with school leadership
- * Schedules & provides regular notices of Booster Club events
- * Acts as spokesperson to and for the Booster Club

Vice President: Jeanie Moran

- * Voting Member: 2 year minimum term
- * Member of the Executive Board
- * Assumes the duties of the President, if absent
- * Assists President with all duties as established

Treasurer: Kelly Sullivan

- * Voting Member: 2 year minimum term
- * Member of the Executive Board
- * Responsible for the custody of all funds of the Booster Club
- * Works with school business office
- * Maintains records of all receipts and disbursements
- * Oversees and records funds collected and paid by the Booster Club
- * Prepares and presents current financial statement as needed
- * Prepares a fiscal budget for upcoming school year

Secretary: Kelly Graeme

Voting Member: 2 year minimum term

- * Member of the Executive Board
- * Maintains and distributes meeting minutes and current record of members eligible to vote
- * Custodian of the Booster Club records and reports

Apparel & Merchandising Chair: Cara Wood

- * Voting Member: 2 year minimum term
- * Member of the Executive Committee
- * Coordinates apparel and merchandising sales at sporting events and special occasions
- * Recommends and partners with the Booster Club team on apparel selections and pricing
- * Works with vendors on designs for apparel and merchandising items
- * Team: Kassy Morse, Adrienne Hamilton, Cara Wood, Wendy Warner

Concessions Chair: Heather Crum (Interim Chair)

- * Voting Member: 2 year minimum term
- * Member of the Executive Committee
- * Coordinates concessions at sporting events and special occasions
- * Manages and trains concession volunteers
- * In charge of set up, clean up, procurement, and inventory of concessions
- * Deposits cash in safe
- * Team: Colleen Catherall

Marketing Chair: Sarah Waselik

- * Voting Member: 1 year minimum term
- * Member of the Executive Committee
- * Partners with the school to create digital and print items used to market events and promote the Booster Club
- * Updates information on the Booster Club website with school assistance
- * Updates all forms

Membership & Recruitment Chair: Jeffrey Maxwell

- * Voting Member: 1 year minimum term
- * Member of the Executive Committee
- * Coordinates member drives
- * Maintains membership lists
- * Makes and distributes membership cards
- * Collects new member data and payment
- * Deposits cash

Fundraising Chair: Jami Towne

- * Voting Member: 1 year minimum term
- * Member of the Executive Committee

- * Oversees and coordinates Seton Sampler Fundraising Event and Auction
- * Solicits and manages team of volunteer adults and students

Events Chair (teacher appreciation): Amber Phillips

- * Voting Member: 1 year minimum term
- * Member of the Executive Committee
- * Oversees and coordinates all event details
- * Operates within a given budget

Volunteer Coordinator: Heidi Lauder

- * Non-voting Member: 1 year minimum term
- * Solicits and manages volunteers for sporting events and special events
- * Sets up and manages the SignUp Genius account

Grade Representatives:

- * Non-voting member: 1 year term
- * Two representatives per grade
- * Assists Booster Club team where needed
- * Coordinates and leads special projects as needed
- * Freshman:
- * Sophomore: Kim Puyleart
- * Junior:
- * Senior: Lisa Sullivan