

WILLIS SWEETHEART BOOSTER CLUB EXECUTIVE BOARD

The purpose of the Sweetheart Booster Club Executive Board officers is to promote **positive** support of the Willis Sweetheart Drill Team program. It is also the duty of the Executive officers to plan and organize all Booster Club meetings, events, and *most* fund-raisers, as most fundraisers are Booster Club fundraisers, and not team fundraisers. It is important that the Executive Board plan events that will assure the Director and team will have a budget to operate above what is covered by the WISD budget. The Booster Club Officers also play an important role in assisting the team and Director at Drill Team functions. The following is a brief description of each officer position, however the brief descriptions are just that, and in no way encompass all of the duties, nor do they include all of the many "roles" each board member must be available to perform supporting the team and Director. Being an officer can require many hours of work per month, to keep our organization and Team running smoothly. Each officer position can a demanding "job" which requires full-time dedication to the Director, the team, and the organization as a whole. You must be available to attend all Executive Board meetings, as well as Booster Club meetings, and be available at all other times in between. You must work and communicate well with the other Executive Board members, and support the Director. As with being a member of the team – there is never an "off-season" being an Executive Board member. All positions require the use of a computer and computer related programs.

PRESIDENT The president's role is mainly one of "organizer". The president is responsible for planning and presenting business at each meeting. The president's responsibilities may also include making sure that all members are aware of their specific duties at each event. The president needs to be well informed of any needs the Director or team may have. It is important that the president support decisions made by the Director. It is also necessary for the president to be the "voice" of the organization. The president will work with the Director to formalize an agenda for each monthly meeting and will have copies available for each member to follow during the meeting. The president also assumes duties as assigned by the Executive Board or Director. The President is the first line of contact between the Director and Executive Members, and membership and must work with all entities to keep the organization running smoothly. (*SOME* past responsibilities have been conducting Booster Club meetings, ordering clothing & uniforms, prepare monthly Executive Board agendas for each meeting, prepare Booster Club agendas for each meeting, Trip planning/coordination, meals, Banquets, parties, videos, Vendor Night coordination, balancing/reconciling with Treasurer reports, etc.)

VICE PRESIDENT The vice president's role is much the same as the President. The vice president must be prepared to act as president in the absence or dismissal of the president. The vice president will be the fund-raiser chairman. Duties as fund-raiser chairman will be to organize and follow through with each fund-raiser the Booster Club has. It is important for this person to seek and obtain business and corporate donations for the Booster Club and team when possible. The vice president must be well informed about all activities and meetings of the Booster Club. The vice president should play an active role in the decision-making process of the Booster Club officers. The vice president must also be available for other duties as assigned by the Executive Board or Director. (*SOME* past responsibilities have been Banquet planning, parties, meals/dinners, videos, raffles, fund-raisers, processing invoices, balancing/reconciling and accounting with Treasurer reports, etc.)

SECRETARY The secretary's role is to be responsible for correspondence relating to all Booster Club events. The week preceding each meeting, it is the secretary's duty to inform all members of the time and location of the meeting. The secretary takes notes at all meetings and types and makes publishes the minutes for the following meeting for approval by the membership. The secretary types and prepares correspondence, memos, etc. for the Director and Booster Club, and on a monthly basis publishes the minutes, and sends e-mail and/or correspondence as necessary to keep the membership fully informed as to the events regarding the Booster Club and Team. The secretary must also be available for other duties as assigned by the Executive Board or Director. (*SOME* past responsibilities have been preparation of programs, certificates, Clinic flyer & registration forms, Vendor Night forms, soliciting uniform pricing, ordering uniforms/monogramming, assist in preparation of videos, balancing/reconciling and accounting with Treasurer reports, sending balance-owed letters, correspondence, as well as have available at all times, all Sweetheart try-out packets, Constitutions, and all documents pertaining to Booster Club and Sweethearts. up-to-date and make same available at all times to the Director via PC/electronic format, as well as corresponding one-on one with the Booster Club membership as needed)

TREASURER It is the responsibility of the treasurer to make all deposits and to write all checks for the Booster Club. The treasurer keeps an accurate record of all money deposited for each Sweetheart. The treasurer must report any delinquencies in payments by individuals. The treasurer must be well organized and a trustworthy individual. The treasurer makes a monthly report of all deposits and withdrawals to be distributed at each meeting. The treasurer will also provide a report of prior years expenses by category/event for the use of the Board and Director in planning current year expenses. It is important for the treasurer to be available to make last minute purchases for the Director and team when necessary. The treasurer must also correspond with the members regarding outstanding balances. The treasurer must also be available for other duties as assigned by the Executive Board or Director. (*SOME* Past responsibilities include maintaining records of all deposits made, sponsor money received on per member basis, invoices paid, balances owed by team members, outstanding invoices, etc, and coordinate with Director, President and Secretary on outstanding issues by members or vendors) The treasurer should maintain and report all balances on a pc program.

PUBLIC RELATIONS/COMMUNITY OUTREACH The person in charge of public relations/community outreach arranges for area newspaper photographers and journalists to cover Drill Team events. It is the up most responsibility of the public relations coordinator to always make the public aware of the positive community involvement of the Drill Team and to advertise and promote in advance, their upcoming events; as well as each fund raising event sponsored by the Drill Team or the Booster Club. It is the responsibility of the member to also coordinate with the Director community service projects that will enhance the awareness of the Drill Team, and their contribution to the community. It is also important for this person to seek and obtain donations for the Booster Club and team when possible. The Public Relations/Community Outreach officer must also be available for other duties as assigned by the Executive Board or Director. (*SOME* past responsibilities have been to secure donations from businesses/corporations and coordinate with the other Executive Board members for Drill Team events and competition events, as well as submit publications to the newspapers for print, well in advance of Drill team activities, or after events such as contest season, special accomplishments, awards, etc, and to maintain a list of Sponsors and send thank you letters, or letters of recognition for their support of the team and Booster Club.)