

Oakton High School Athletic Booster Club Roles and Responsibilities

Activities start in July with a membership drive.

We ask that all Board members, chairpersons and team representatives make an effort to attend all Booster Club meetings.

President

- Chief Executive Officer of Booster Club.
- Attends and runs all Board and Booster Club meetings.
- Oversees & manages all coordinators and committee leaders.
- Works closely with activities office in planning of one major fundraiser per year; recruiting chairperson & committee.
- Schedules and provides regular notices of all of Booster Club meetings & maintains the calendar of events for the Booster Club.
- Speaks at sports parent meetings about Booster Club.

Vice President

- Assumes the duties of the President if absent.
- Acts as liaison with team representatives.
- Helps to oversee & manage all coordinators & committee leaders.
- Assists President in fundraising efforts; recruiting chair & members.

Treasurer

- Responsible for the custody of all funds of the Booster Club.
- Responsible for timely payment to all vendors.
- Maintains a record of all receipts and disbursements.
- Prepares financial reports for Club (presents at each monthly meeting).
- Responsible for annual renewal of Club insurance policies.
- Keeps an accounting of team fundraising camps' receipts and disbursements and transfers net profit to team school account.
- May prepare monthly invoices for sponsors if needed.
- Responsible for coordinating with CPA firm to ensure timely filing of annual Club income returns.

Financial Secretary

- Ensures the timely and accurate deposits of all Booster Club funds into the designated Booster Club accounts: General Fund, Individual Sports, and Concessions/Canteen.
- Forwards all deposit records to treasurer.
- Prepares, tracks and distributes all cash boxes for concession stands & canteen.

Secretary

- Maintains and distributes a record of meeting minutes and current records of persons eligible to vote.
- Responsible for keeping the Corporate Papers.
- Responsible for filing an annual report with the State Corporation Commission.

Membership Chairperson

- Responsible for actively encouraging Booster Club membership.
- Submits all membership payments for deposit.
- Maintains membership records and provide membership lists.
- Processes applications for membership and issues membership cards.

Sponsorship Chairperson

- Responsible for the planning, development and implementation of corporate sponsorship packages.
- Send letters/ emails to current sponsors for early commitment to subsequent year.
- Coordinates the creation of banners and ads.
- Oversees collection efforts & deposit of all sponsorship payments.
- Provide sponsorship spreadsheet to treasurer & other coordinators as necessary ie. fall sports program, membership, etc. to ensure that all components of the sponsorship package are completed.

Concessions (Co-Chairs)

- Management of all indoor & outdoor concession stands (fall, winter, spring sport seasons).
- Drafts & maintains seasonal concessions schedule & operational instructions to volunteers; provides training seasonally.
- Purchases & stocks food & supplies for all concession stands.
- Submits check requests monthly to treasurer for vendor payment.
- Keeps board apprised of equipment & maintenance needs.
- Manages outside usage events by stocking stands & securing team volunteers.

Concessions Canteen Chairperson

- Management of after-school canteen concession stand.
- Maintains adequate supply levels, volunteer support and facility.
- Recruit co-chair to assist in canteen responsibilities.

Cougar Store (Co-Chairs)

- Responsible for recommending apparel selections and adequate supply levels.
- Works with vendors to ensure pricing is advantageous.
- Submits purchase orders for apparel orders to board for approval.
- Processes and fill orders for apparel purchases.
- Submits check requests to treasurer for vendor payment along with approved purchase order.
- Submits all customer payments for deposit on a timely basis.
- Communicates to board requests for volunteer support for sales at events i.e. Back-to-School Nights, Football games, Athletic Parent Meetings.

Fall Sports Program Chairperson (Co-Chairs)

- Secures layout and printing vendor for a competitive price.
- Ensures that all shout out & ad payments are received and submitted for deposit prior to inclusion in sports program.
- Coordinates the inclusion of ads (including shout outs) in the sports program; reviews draft layout prior to printing.
- In coordination with activities office, arranges printing of the programs to be delivered to the school for selling at games.

Varsity Banquet Chairperson

- Responsible for oversight and coordinating the annual Varsity Sports Banquet held in June including:
- Preparation of annual budget for event for Board approval.

Team Representative

- Selected by coach for each sport / activity.
- Assist coach in team responsibilities.
- Recruits a Booster rep to assist in coordinating booster volunteer needs (concessions, cougar store, varsity banquet, fundraiser)

Booster Representative

- Attends monthly booster meetings all year.
- Coordinates booster volunteers (concessions, cougar store, varsity banquet, fundraiser)
- Liaison between team and booster club to report information about team to club and club to team.

Button Coordinator

- Keeps machine & all button supplies ready for distribution to teams seasonally; includes ordering supplies.
- Provides training in making buttons as needed.
- Assures button machine is passed along in a timely manner to all teams.