

WHITTELL BOOSTERS CLUB, INC.

JOB DESCRIPTIONS

Officers of the BOOSTERS Board of Directors and Committee Chairpersons are to read and follow the BYLAWS of WHITTELL BOOSTERS CLUB, INC. (hereinafter referred to as BOOSTERS), specifically Article VIII – Committees, as well as the BOOSTERS GENERAL OPERATING PROCEDURES AND BOARD DUTIES.

ARTICLE I VOTING MEMBERS OF BOARD OF DIRECTORS

Section 1. BOARD OF DIRECTORS.

A minimum of four (4) to a maximum of eight (8) seats on the Board of Directors are available. Each of the minimum of four (4) to a maximum of eight (8) Board members shall have one vote (1) each.

Section 2. FACULTY REPRESENTATIVE.

Whittell High School (hereinafter referred to as WHS) shall designate one (1) faculty representative to attend BOOSTERS Board of Directors meetings. The faculty representative shall communicate with BOOSTERS Board of Directors about school activities. The faculty representative shall have one (1) vote.

Section 3. STUDENT REPRESENTATIVES.

The President of the Student Council and the Senior Class President shall act as student representatives to the BOOSTERS Board of Directors. The student representatives shall communicate with BOOSTERS Board of Directors about student affairs at the school. Student representatives shall share one (1) vote.

Section 4. TOTAL NUMBER OF VOTES.

A minimum of four (4) to a maximum of ten (10) total votes are available:

- a) A minimum of four (4) to a maximum of eight (8) Board members,
- b) One (1) faculty representative, and
- c) One (1) student representative.

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Section 5. QUORUM.

Quorum shall be established as stated in the BOOSTERS BYLAWS.

ARTICLE II OFFICERS OF THE BOOSTERS BOARD OF DIRECTORS

The Officers of the Board of Directors shall be elected from the minimum of four (4) to a maximum of eight (8) Board members:

- a) **PRESIDENT** – Oversee all aspects of BOOSTERS. Help facilitate relationships between BOOSTERS and WHS staff and teachers.
- b) **VICE-PRESIDENT** – Assist BOOSTERS President.
- c) **PAST PRESIDENT** – Be available for consultation.
- d) **SECRETARY** – Create minutes of Board meetings and keep records.
- e) **TREASURER** – Oversee all monetary requirements. Make timely deposits of all monies received. Write checks as necessary. Keep check register of all accounts current. Input data into Quickbooks for all accounts. Report balances of all accounts to BOOSTERS Board of Directors at regular meetings. Act as Treasurer for fundraising events (i.e., July 4th Parking Lot and Annual Edgewood Golf Tournament). Have tax returns prepared and filed as necessary.
- f) **PAST TREASURER** – Be available for consultation.

ARTICLE III GENERAL DUTIES OF CHAIRPERSON

The general duties of the chairperson shall include:

- a) Call, coordinate and schedule committee and work-group meetings as necessary.
- b) Communicate with BOOSTERS Board of Directors and school representatives.
- c) Notify the BOOSTERS Board President one week prior to scheduled meetings of reports to be included on the agenda.
- d) Attend BOOSTERS meetings as needed to report on Committee activities.
- e) Work within the budgeted amount allocated for Committee activities.
- f) Submit all invoices/receipts and monies collected to the BOOSTERS Treasurer in a timely manner.

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- g) Provide information to the Publicity/Communications Coordinator and Web/Email Coordinator for general distribution.

ARTICLE IV COMMITTEES

Section 1. BUDGET COMMITTEE.

The Budget Committee shall:

- a) Prepare a working annual budget, utilizing the budget history, which shall be proposed to the BOOSTERS Board of Directors.
- b) Assist the BOOSTERS Treasurer as needed.
- c) If possible, the Budget Committee should include:
 - 1. Current Treasurer
 - 2. Current President
 - 3. Past Treasurer
 - 4. Past President

Section 2. GOLF TOURNAMENT FUNDRAISER

The golf tournament chairperson shall:

- a) Coordinate with Edgewood Golf Course and South Tahoe Vikings Boosters Club to organize and implement fundraising for tournament.
- b) Maintain golf website for registrations and sponsorships.
- c) Procure proper insurance and permits, if needed.
- d) Organize volunteers.
- e) Collect monies for registration, raffle tickets, mulligan tickets, and bar cart purchases.

Section 3. JULY 4TH PARKING LOT FUNDRAISER

The July 4th parking lot fundraiser chairperson shall:

- a) Coordinate and oversee the fundraiser with Zephyr Cove Elementary School Parents Club.
- b) Procure proper insurance and permits, if needed.
- c) Organize volunteers.
- d) Collect monies for parking at designated areas of fundraiser.

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Section 4. LOGOWEAR

The logowear chairperson shall:

- a) Design and purchase new logowear.
- b) Keep inventory of old and new logowear.
- c) Sell logowear at WHS school and home games.

Section 4. SNACKBAR

The snackbar chairperson shall:

- a) Purchase and replenish food items to be sold at the WHS outdoor and Commons snackbars.
- b) Organize volunteers to work at all home games.
- c) Sell food and drinks at all home games.
- d) Keep track of student hours and where the students want the hours applied.
- e) Create spreadsheet of all student hours and where the hours are applied, which will be provided to BOOSTERS Treasurer.

Section 5. SPIRIT COMMITTEE

The spirit committee chairperson shall:

- a) Promote and enhance school spirit with students.
- b) Organize various student and staff appreciation activities throughout the year.