

Whittell Boosters Club, Inc.

Committee Job Descriptions

Committee Chairpersons are to read and follow the BY-LAWS OF WHITTELL BOOSTERS CLUB, INC.; specifically ARTICLE VIII – Committees, as well as BOOSTER GENERAL OPERATING PROCEDURES AND BOARD DUTIES.

I. General Duties of Chairpersons:

- 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 Booster Board President one week prior to scheduled meetings of reports to be included on the agenda
- d. Attend Booster meetings as needed to report on committee activities
- e. Work within the budgeted amount allocated for committee activities. Submit all invoices/receipts to Booster Treasurer in a timely manner.
- f. Provide information to the Publicity/Communications Coordinator and Web/Email Coordinator for general distribution

II. Committees:

Budget Committee – Utilizing the budget history, prepare and propose a working annual budget to the Boosters Board. Assist the treasurer as required.

Consolidation Committee - Attend Consolidation Committee meetings. Make monthly report to Booster Board regarding committee projects.

e-scrip - Maintain records of e-scrip membership and funds raised. Keep Board informed as to status of membership and funds. Organize opportunities to sign-up new members.

Fall BBQ- Coordinate this back-to-school social fundraising event

Golf Tournament- Coordinate with Edgewood and STHS to organize and implement fundraising tournament.

Graduation Reception - Organize the reception held in the commons after the graduation ceremony.

Grant Chairperson- Write grants for specific Booster projects

KMS Activities Workgroup- Coordinate middle school activities

KMS Honor Roll Recognition- Coordinate fun events for honor roll students. Fall event (from previous spring honor roll) is on site; spring event (fall honor roll students) is a field trip.

Knight on the Town- Coordinate with local restaurants for 2-6 fund raising events annually

Knight Watch/Warrior Watch – Organize parent volunteers to assist faculty and staff on campus during breaks and lunch

Logowear - Arrange for purchase and sales of logowear.

Magazine Sale - Coordinate magazine sale fundraiser. Set collection dates for kids to turn in orders, contact volunteers to help with collection, complete submission process & balance receipts.

Whittell Boosters Club, Inc.

Committee Job Descriptions

Membership- Distribute membership and student directory forms. Keep records of members and money raised from dues and donations.

Publicity/Communications Coordinator- Act as Booster public information officer. Contact and collaborate with media and Web/Email Coordinator with Booster information for publicity and informational purposes

SAC - Attend SAC meetings. Make monthly report to Booster Board regarding committee projects

Sheriff's Department Liaison - Arrange for the Sheriff to attend at least one Booster Board meeting annually. Report to the Board as issues arise.

Snack Shack - Purchase and replenish food items to be sold in the indoor and outdoor snack shacks. Organize volunteers to work all home games. Distribute profits to groups based upon their volunteer times.

Sports Program - Solicit advertisers for Sports Program. Coordinate with Membership Chairperson to receive business ads. Organize layout for printer with ads and team pictures. Oversee distribution of programs at home games.

Spring Lake Fundraiser- Coordinate a large fundraising event with ZCES.

Student Directory- Oversee student directory printing and distribution during the first month of school.

Sunshine Committee – GWHS/KMS- Organize teacher appreciation activities throughout the year.

Volunteer Coordinator - Coordinate with Membership Chairperson to receive names and phone numbers of potential volunteers. Develop a volunteer roster and distribute to appropriate committee chairpersons. Call to arrange volunteers as needed for events during the school year.

Web/Email Coordinator – Promote communication with parents. Maintain up-to-date information on Boosters website. Send out email communications as directed by the President.

Whittell Boosters Club, Inc.
Committee Job Descriptions