

Board of Directors

President

Purpose: Responsible for overseeing all activities and programs of the Booster Club as a whole to insure the organization runs smoothly and effectively.

- Preside at all meetings of members of the Booster Club
- Compose agenda for all monthly meetings
- Work with Vice President to advise, support and communicate with all the standing committees
- Recruitment/selection of chair persons of committees
- See that elections are held in accordance with bylaws
- Issue reminder for monthly meetings via secretary
- Oversee maintenance and compliance of bylaws
- Shall appoint any temporary committees deemed necessary to carry out the objectives of the Club
- Present or appoint presenter for various functions as needed
- Liaison with school officials and Athletic Director
- Signor on Bank Account
- Stays in close contact with Treasurer to be sure all funds are being deposited in a timely fashion
- Prepare an end-of-year report to aid the incoming President

Vice President

Purpose: Serves as right hand to President. Stays in close contact with the President and steps in for that officer if needed at any time.

- Attend monthly board meetings
- Act as an aide to the President
- Act as President in the absence of that officer
- Work with President to advise, support and communicate with all the standing committees
- Oversee maintenance and compliance of bylaws
- Work with Treasurer to collect outstanding booster fees
- Perform such duties as from time to time may be assigned by the President or the Directors

Treasurer

- Prepare proposed beginning-of-year budget with Board of Directors
- Maintain the financial records for the club
- Maintain the Booster Club checking and savings accounts
- Deposit checks and cash received from various activities
- Write checks to individuals for reimbursement of expenses incurred in support of the team
- Write checks to businesses for reimbursement of expenses
- Resolve NSF check issues
- Track expenses and revenues in a spreadsheet on a monthly basis. Reconcile bank statements with Booster Club financial records and resolve any discrepancies
- Provide financial report at each monthly Booster Club meeting
- Maintain receipts for expenses in an orderly manner to enable smooth audits of financial records
- Distribute cash box change for Spirit Wear, Program sales and 50/50 sales. Collect proceeds, determine revenue generated, and make deposits in a timely fashion
- Send thank you letters to donors as required
- Check the Booster Club post office box regularly
- Maintain and store financial records for a minimum of 7 years
- Prepare and file Income Tax forms with the IRS
- Assist President, Vice President and Secretary with other duties as needed
- Prepare annual end-of-year report
- Monitor PayPal account
- Work with Vice President to collect outstanding Booster Club fees

Secretary

- Attend monthly booster meetings. If unable to attend, secure another Board Member to record meeting minutes
- Record the minutes of all meetings and distribute to Board Members via email within 7 days for review
- At monthly booster meetings, provide copies of previous month's minutes for approval
- Keep attendance at all booster meetings
- Reserve rooms for future meetings
- Notify all Board Members and attendees of upcoming meetings along with meeting agenda
- Conduct all correspondence for the Booster Club under the direction of the President
- Maintain a record of Board Member's names and contact information
- Maintain record of team names and contact information
- Prepare an end-of-year report for incoming Secretary

Directors

- There shall be no less than 5 but no more than 11 Directors including the Board of Directors
- Must make a commitment to attend all monthly board meetings and vote on any issues
- Participate on committees
- Assist the Board of Directors as necessary

Buffy Bagley-O'Brien

Vicki Kreamalmeyer

Peggy Overlander

Mary Carter

Scott McGraw

Members

The parents of the players are members of this corporation. A member may also serve as a Director. A member of this corporation shall not be entitled to vote on this corporation's actions, unless the member is also a Director. Members are welcome to attend the annual and regular meetings of the Directors. A member may attend special meetings of the Directors with the approval of the Directors. Standards and qualifications for membership may be established by the Board of Directors from time to time.

Committees and descriptions

Annual kick-off scrimmage - Takes place in August

Help round up PCHS football families and get them ready for the season during this annual information, team building friend-raiser!

Away game meals - Pick up and transport subs and drinks to away games. Then distribute sub and drinks to the players after the game. A parent (or parents) will be needed from each team.

Freshman

JV - Peggy Overlander

Varsity

Banner committee - Demonstrate Mustang spirit by storing, transporting and holding the tear-away banner. All parents and students are invited to take part in the "tunnels" prior to each Varsity game. - **Bagley-O'Briens and Shearers**

Banquet - Freshman, JV and Varsity teams will have their own end of the year banquet. We need volunteers from each team to help organize the banquet.

50/50 ticket sales - Solicit prizes and recruit volunteers to help sell 50/50 raffle tickets before half time of each Varsity home game.

Golf outing - This has been our biggest fundraiser to date. If you love to plan, then this could be right up your alley. You would help gather golfers, set up teams, get donations, secure the location and time, plan a meal and distribute other miscellaneous items. - **Scott McGraw**

Monday pizza delivery - Varsity Only - This is the time to make a hit with all the Varsity players and feed them pizza BUT only if they win on Friday night. The parent(s) would be responsible for calling in and picking up pizza and Gatorade/water and delivering it to the locker room on Monday. - **Buffy Bagley-O'Brien**

Fundraisier organizer - Coordinate, plan, and organize different fundraising ideas for the Booster Club.

Pasta dinner - Friday night - Varsity only - Help organize and serve a dinner for the Varsity players each Friday before all games. Dinners are served at the Portage First Reformed Church (7905 S. Westnedge) - **Carter/Kennedy/Tabers/O'Briens**

Pictures - Secure the services of a sports photographer to take team and individual player pictures during the Kick-Off picnic and parent/player pictures at the Senior night celebration, and then coordinate the delivery process with the team parent.

Program sales - Sell PCHS football programs (\$1 each) at the game approximately 1/2 hour prior to each Varsity home game.

Spirit Wear - Assist in the selection, ordering, sales and storage of clothing, accessories and other promotional items featuring the PCHS mustang logo. Also, work sales shifts during the kick-off picnic and at the Varsity home games. - **Vicki Kreamalmeyer**

Team parent - Get to know players and their families by becoming a team parent. This person(s) would be the go to person for any information regarding the football program. It's a great way to meet new people.

Freshman

JV - Peggy Overlander

Varsity

Tent rentals - Schedule and coordinate delivery for the four canopies owned and rented out by the football boosters on an as needed basis. - **Stephanie Losey**

Web site - Maintain and update the web site for the football program. All information regarding games, action pictures, coach information, schedule, and booster information would be maintained on this site.

Senior night - Coordinate with senior families the names to be announced as the seniors are introduced. Purchase flowers for senior moms. Secure services of a photographer for senior pictures.

Game photographer - Get down on the field right where the action is! We need a photographer(s) for each of the teams.

Freshman - Scott McGraw

JV -

Varsity - Andy Lencyzki