



Neenah Baseball Booster Club

Roles & Responsibilities

Below are Roles & Responsibilities to help align and support the needs of NHS Baseball Booster Club with one focus: to be the main supporting program of NHS Baseball teams and driving a positive interest in promoting and supporting Neenah High School Baseball. These Roles & Responsibilities are not limited to the below, but merely to serve as basis and guideline for the Roles. It is ideal for each of the below to attend all booster club meetings, events and activities with the understanding exceptions happen. The By-Laws of the organization takes precedence when a role or responsibility is in question.

PRESIDENT

The duties of the president shall be as follows:

- 1) Approve meeting agenda to Secretary for sending one week prior to meeting.
- 2) Preside over and attend all monthly and /or any extra meetings.
- 3) Run annual election of officers as identified in By-Laws.
- 4) Appoint project leaders as required.
- 5) Meet with school administrators as needed.
- 6) Review objectives and or issues with elected officers/members.
- 7) Meet with coaches on regular basis to gain insight to needs—both present and future.

- 8) Actively participate at booster club and other events representing Neenah High School Baseball, including the booster club meetings and school events.
- 9) Work to support any vacant role, including recruiting new members to the booster club.

VICE PRESIDENT

The duties of the vice president shall be as follows:

- 1) Attend all club meetings.
- 2) Preside over club meetings in the absence of the president.
- 3) Offer insights and recommendations concerning club agendas and activities.
- 4) Actively promote NHS Baseball as an integral part of the Neenah Joint School District System.
- 5) Meet with coaches accompanying President on regular basis to gain insight to needs—both present and future.
- 6) Post as necessary reminders & events via Facebook that pertain the all parents, fans & players.
- 7) Actively participate at booster club and other events representing Neenah High School Baseball, including the booster club meetings and school events.

TREASURER

The duties of the treasurer shall be as follows:

- 1) Maintain accurate records for all financial aspects of the Neenah Baseball Booster Club.
- 2) Maintain and update bank account records.
- 3) Pay bills upon receipt of documentation and approval.
- 4) Prepare and present to the NHS Baseball Booster Club a monthly financial report.
- 5) File required federal or state needs, including raffle license, tax exemption at a minimum.
- 6) Actively participate at booster club and other events representing Neenah High School Baseball, including the booster club meetings and school events.

SECRETARY

The duties of the secretary shall be as follows:

- 1) Maintain all records of reporting
- 2) Take minutes at each meeting and report at the following meeting. Keep list of agenda items for future meeting; send tentative agenda items from prior month minutes to President for next meeting.
- 3) Post as necessary reminders & events via Facebook that pertain the all parents, fans & players.
- 4) Send reminders for action items within one week of meeting and reminders/agenda for next meeting one week prior to meeting.
- 5) Secure room reservations & communicate for booster club meetings and any other needed events decided on behalf of booster club.
- 6) Actively participate at booster club and other events representing Neenah High School Baseball, including the booster club meetings and school events.

CONCESSIONS CHAMPION

The duties of the concessions champion shall be as follows:

- 1) Seek out concession options for supporting NHS home baseball games.
- 2) Coordinate with the chosen suppliers the details, frequency and process to successfully replenish and sell concessions, as well as provide needed communication to parents and coaches of the needs of the stand(s) and concession
- 3) Actively participate at booster club and other events representing Neenah High School Baseball, including the booster club meetings and school events.
- 4) Maintain financial reconciliation of incoming and outgoing concession cash, including receipts to support the reconciliation. To be reported at a minimum of one booster club meeting a year, and reconciliation and receipts turned into treasurer by year end.

APPAREL CHAMPION

The duties of the apparel champion shall be as follows:

- 1) Seek out apparel options for parents, fans and players.
- 2) Coordinate with the chosen supplier the details, frequency and process to be communicated to parents and coaches. Preferred method is payment goes to vendor and

booster club either receives a fundraising portion or donation made from vendor based on sales generated.

3) Actively participate at booster club and other events representing Neenah High School Baseball, including the booster club meetings and school events.

MEMBER AT LARGE

The duties of the members at large shall be as follows:

1) Actively participate at booster club and other events representing Neenah High School Baseball, including the booster club meetings and school events.

2) Volunteer based on availability for various support needs including special project committees and events.

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