IABC Board Roles and Responsibilities, 4/2021

**President:**

Generally, supervise and control the business affairs of the Booster Club.

* Communicate, promote, and lead IABC board and general meetings. Work to build the energy and keep the organization moving forward and growing.
* Work closely with A.D. to support efforts to keep communications clear between coaches and parent group; work closely with A.D. to understand team needs; share parent concerns as needed.
* Fundraising Initiatives: leadership involvement in all aspects of IABC general fundraising.
* Ensure synergy/partnership with Friends of Ingraham and performing arts boosters. Delegate or attend FOI meetings as possible to share IABC news, keep abreast of school-wide initiatives
* Ensure IABC presence/spokespeople at school events such as incoming 9th grade welcome wagon, team meeting nights, awards dessert nights. Ensure IABC officer presence at seasonal coach meetings with AD and season’s coaches.
* Lead/ delegate Ingy event
* Lead/ delegate Breakfast of Champions

**Vice-President:**

Generally, support and assist the President. Perform President’s duties in her absence.

* Spearhead special projects as needed - such as Dine Out; support for recruiting Breakfast event leadership; RamFan Social Chair; review team fundraising policies process/development of formalized processes & forms, including analysis of online giving; support all fundraising efforts including ad sales; board development/recruiting; back up for other officer roles as needed – Treasurer & President especially

**Treasurer:**

Generally, be responsible for keeping correct and complete books and records of accounts for all funds of the Booster Club.

* Receive and give receipts for funds due and payable to the Booster club
* Deposit funds in bank
* Use standard accounting practices to protect the integrity of the Booster Club’s financial operations
* Maintain a clear and standardized ledger of incoming funds and itemized disbursements
* Present statements of the Booster Club’s financial condition at all regular board meetings and other times, as necessary

**Secretary:**

* Work with president to establish meeting agendas and meeting dates
* Coordinate with school to reserve library for meetings
* Take meeting minutes; amend & save for organization records. Transcribe all motions/votes for IABC records; document attendance
* Keep Minutes for the last calendar year on the IABC website.
* Manage IABC distribution lists
* Send organization communications and reminders for meetings and other initiatives; often writing these communications or working with president to do so
* Manage/store organization documents such as by-laws, minutes, treasurer reports
* Communicate with Liaisons about responsibilities and events

**IABC Webmaster of www.ingrahamathletics.org**

* Maintain the Home page, IABC general info pages, Coach & Liaison info, Coach & Liaison contacts page, calendar content all on the IABC website at [www.ingrahamathletics.org](http://www.ingrahamathletics.org), which is on the SportsEngine (SE) platform.
* Grant editing permissions to parents, IABC liaison, coach, whomever requests editing access on behalf of the coach
	+ Limited instruction on how to get started in editing
	+ Support for team editors when issues arise
* Assist teams with online fundraiser set-ups, called “registrations” in SE vernacular.
	+ How to request an online fundraiser (“registration”) set-up on our SE platform.
	+ Help support liaisons in fundraiser follow-through (request sent to Athletic Director for approval, keep AD, IABC Board Members apprised of any new fundraiser requests received directly
* Assist with Champions Breakfast registration set-up, edits, or grant editing privileges to Breakfast Co-chairs to edit on their own

**Co-webmaster or Communications Chair:**

* Help update IABC social media accounts
* Help with event marketing, message for Ingraham Daily Bulletin Emails
* Communicate with Friends of Ingraham as needed
* Work with Athletic Director to inform parents of dates and to promote positive news regarding Ingraham athletics
* Assist webmaster with website updates of current, seasonal infomation

**Grants Committee Chair**: Promote, communicate grant cycles & manage giving spreadsheet. Collect/organize applications, lead grants meeting, communicate awards to teams/coaches – 2x annually

Other volunteer roles include:

Breakfast Chair

Founder’s Circle Chair

FOI Liaison