



LOCKPORT PORTER FOOTBALL BOOSTERS

BOOSTER BOARD POSITION DESCRIPTIONS

President

The President shall prepare agendas and shall preside at all general membership meetings, Booster Board member meetings, Executive Board member meetings, Executive Committee member meetings, and the Annual Meeting. The President shall perform all duties of the office; shall ensure that all decisions of the Booster Board are put into effect; shall appoint committee chairs of all committees formed; shall be an ex-officio member of all committees; and have overall leadership and management responsibility for the Booster Club. The President shall serve as liaison between the LTHS Football Booster Club, the coaches, and Lockport Township High School representatives. The President shall sign all contracts and requests subject to the ratification of the Executive Board. The President shall be able to authorize the disbursement of funds as necessary with the approval of one other Executive Board member. The disbursement of funds shall be within good accounting practices and within the policies of the Lockport Township High School District 205.

Vice President

The Vice President shall act as President in the event of the President's absence, death, or incapacity and shall assume duties for the balance of the term unless the President returns or the vacancy is otherwise filled by the Executive Board. The Vice President shall also perform duties assigned by the President, assist the President in performing his/her duties, and shall implement and support the purposes of the Booster Club.

Secretary

The Secretary shall provide notices of meetings and shall keep a record of all meetings. The Secretary shall provide a copy of the minutes to booster members or post the minutes of each meeting on the LTHS Football team website, if applicable. The Secretary shall maintain a copy of all Booster specific documentation, a record of all meetings, minutes, and decisions of the Executive Committee, the Executive Board, the Booster Board, and the general membership meetings for use by future board members. The Secretary shall also perform duties assigned by the President or Vice President and shall implement and support the purposes of the Booster Club.

Treasurer

The Treasurer shall prepare an annual budget in coordination with the Executive Board which shall be approved by a majority vote of the Booster Board and presented to the general membership; keep an accurate record of all financial affairs; and be responsible for the Booster Club bank accounts. The Treasurer shall receive all monies due to the Booster Club and promptly deposit these funds in a financial institution approved by the Executive Board and within the policies of Lockport Township High School. The Treasurer shall disburse funds of the Booster Club only for the purposes approved by the Booster Club. The Treasurer may reimburse pre-approved expenditures made by Booster Board members subject to the receipt of actual proof of such expenditures. The Treasurer shall present a statement of account and profit and loss statement at all regular meetings and at other times as requested by the President or the Executive Board. The Treasurer shall prepare a full written financial report for presentation at the Annual Meeting. A copy of this financial report, outlining income and expenditures, shall be provided to the Head Coach, Athletic Director and representatives of Lockport Township High School District 205, as deemed necessary. The bank accounts of the Booster Club may be audited by a committee approved by the President or if requested by the Executive Board. All books and records of the Booster Club may be inspected for any proper purpose at a reasonable time upon the request of any Booster Club member.

Director of Concessions

With the assistance of and by the direction of the Executive Board, the Director of Concessions shall coordinate all activities associated with concessions operations. The Director of Concessions is responsible for inventory maintenance and procurement of all concession stand sale items. He/She is responsible for ensuring that each concession stand is adequately staffed with parent volunteers and stocked with saleable inventory for each planned event throughout the year. The Director of Concessions is also responsible for ensuring that each stand is opened as scheduled prior to each event and cleaned, restocked and closed at the conclusion of each event. While each event is active and the concession stand is open, the Director of Concessions is responsible for managing and tracking all sales and overseeing all fiscal transactions. Upon conclusion of each event, he/she is responsible for recording, verifying and submitting cash balances directly to the Treasurer. The Director of Concessions is also responsible for maintenance and upkeep of all Booster-owned Concession Stand equipment.

Director of Spirit Wear

With the assistance of and by the direction of the Executive Board, the Director of Spirit Wear shall coordinate all activities associated with spirit wear sales operations. The Director of Spirit Wear is responsible for inventory maintenance and procurement of all spirit wear sale items. He/She is responsible for ensuring that the spirit wear trailer is adequately staffed with parent volunteers and stocked with saleable inventory for each planned event throughout the year. The Director of Spirit Wear is also responsible for ensuring that the spirit wear trailer is opened as scheduled prior to each event and cleaned, restocked (as needed) and closed at the conclusion of each event. While each event is active and the spirit wear trailer is open, the Director of Spirit Wear is responsible for managing and tracking all sales and overseeing all fiscal transactions. Upon conclusion of each event, he/she is responsible for recording, verifying and submitting cash balances directly to the Treasurer.

Director of Technology

With the assistance of and by the direction of the Executive Board, the Director of Technology shall coordinate the implementation and maintenance of the Booster Club technical strategy. Responsibilities will include (but may not be limited to):

- With direct input from the Booster Board, Head Coach, Athletic Director and/or School Administrative Staff, updating and maintenance of the LTHS Football Website (LockportFootball.com)
- Compiling and maintaining member, parent, player and staff e-mail contact lists
- At the request of the Executive Board, Booster Board, Head Coach, Athletic Director and/or School Administrative Staff, composing and sending all e-mail correspondence to all persons on the contact lists
- Acting as primary contact point for all 3rd party technology solution providers (web and domain hosting services, online payment centers, online signup services, online bulk e-mail services, online accounts, online event registrations, etc.)
- Coordinating all other Booster Club technology initiatives as defined by the Executive Board, Booster Board, Head Coach, Athletic Director and/or School Administrative Staff.