

# **TERRA LINDA ATHLETIC BOOSTERS**

## **DUTIES OF THE OFFICERS/BOARD OF DIRECTORS**

### **The President shall:**

- A. Preside over all meetings of the TLHSAB Board of Directors and TLAB general membership.
- B. Prepare an agenda for all meetings.
- C. Co-Sign all checks issued by the Treasurer.
- D. Cast the deciding vote in case of a tie.
- E. Chair the budget committee.
- F. Actively recruit incoming officers
- G. Create additional committees

### **The Vice President shall:**

- A. Assist the President.
- B. Preside over TLAB meetings in the President's absence.
- C. Be an ex-officio member or liaison (by virtue of office) of all committees.
- D. Co-sign all checks issued by the Treasurer in the President's absence.
- E. Assume the office of the President in the President's absence.
- F. Maintain a file of written reports explaining procedures and outcomes of all tasks undertaken by Directors and Chairpersons for the use by subsequent Directors and Chairpersons.
- G. Serve as Senior Team Representative and promote active participation of and communicate duties to Team Representatives.
- H. Serve as the representative to the OneTL organization.

### **The Secretary shall:**

- A. Keep minutes of TLHSAB Board Meetings.
- B. Handle correspondence, as directed by the President and Board of Directors.
- C. Assist in preparing an agenda for all meetings.
- D. Co-sign all checks issued by the Treasurer in the President's & VP absence.
- E. Publicize activities and meetings.
- F. Assist in maintaining an accurate list of all members.

### **The Treasurer shall**

- A. Receive and deposit all monies in the name of the TLAB in an FDIC SPIC institution in the Terra Linda area as selected by the Board.
- B. Prepare and distribute all "Thank You" letters to donors and sponsors following the guidelines established by OneTL.
- C. Pay all bills approved by the organization and keep an accurate record of all receipts and disbursements in an audit-able manner.
- D. Issue all checks and forward them to the President, or the Vice President in the absence of the President, for co-signature.
- E. Forward a list of all receipts, disbursements and current bank balances

- to the Board at every monthly meeting.
- F. Prepare Quarterly and Yearly Income Statements and Actual-vs.-Budget Statements.
  - G. Receive an income statement showing revenue received and expenses incurred from each fundraising committee.
  - H. Engage the services of an accountant annually to review the books of TLHSAB and prepare the annual Federal and State returns. In addition, the accountant must verify in writing to the TLHSAB Board that they have reviewed the TLHSAB books and that the books accurately display the accounting of TLHSAB funds.

**The Bookkeeper Shall:**

- A. Be responsible for the day to day TLAB accounting for the Boosters, the teams, and the coaches.
- B. Accounts to be tracked include individual team accounts, donations, memberships, sponsorships, snack shack, gate income, merchandise, fundraisers and miscellaneous expenses.
- C. The bookkeeper will generate monthly statements for the TLAB Finance Chair, President, Vice President, Sponsor Chairs, Membership Chair, Snack Shack Coordinator, Fundraiser Coordinators, TLHS Athletic Director, and Coaches to let everyone know the status, income, spend and remaining spend for each account.
- D. This job is also responsible for collecting all TLAB financial-related mail from TLHS, including invoices, and then communicating to the Finance Chair invoices that need to be paid or checks that need to be written.
- E. the Bookkeeper will keep track of Booster Grant money given to teams, tracking when it is spent, how much is left, and tracking all the invoices that need to be paid or directed towards the TLHS ADs for their payment.

Some accounts (Sponsorships, Memberships, Snack Shack, etc.) may have separate accounting by those involved. This is OK and encouraged. The Bookkeeper will have the official accounting but side accounting is permitted.

**The Budget Director shall:**

- A. Collect all coaches budget requests from the AD two months prior to beginning of each season.
- B. Review each budget and determine what items are eligible for Booster funding and which are outside funding guidelines.
- C. Work with other budget co-chair and board president to formulate a proposed grant amount for each sport based on eligible items balanced against current Booster cash position.
- D. Present grant proposal to rest of board for verbal review during a board meeting. Make adjustments based on board feedback and gain board approval on budgets.
- E. Send approved budgets back to AD for disbursement to coaches. Send approved budgets to rest of board for their own files, and get them posted on the TLAB website.

**The Crab Feed Director shall:**

- A. Oversee planning and operations of the annual Crab Feed sponsored by the TLHSAB as Chairperson.
- B. Bring Crab Feed committee reports to the TLHSAB Board meetings.
- C. Write a report explaining procedures, problems, successes and personnel involved in running the Crab Feed.

**The Alumni Membership Director shall:**

- A. Conduct annual and ongoing membership drives.
- B. Coordinate printed materials promoting TLHSAB membership.
- C. Collect annual dues and fees.
- D. Prepare and distribute all "Thank You" letters to donating alumni families following the guidelines established by OneTL.
- E. Be responsible for the printing and distribution of all membership cards.
- F. Assist in maintaining an accurate list of all members.
- G. Actively solicit membership from TL alumni and the general community

**The Communications Director shall:**

- A. Coordinate the development and publishing of information about TLAB activities.
- B. Coordinate the creation of marketing materials and forms for events and fund raising campaigns.
- C. Collaborate with Digital Director in developing content and insuring TLAB section of school web site is maintained with relevant and timely news and information concerning TLAB events and activities.
- D. Collaborate with Committee Directors and team representatives in creation and management of a master contact list and database.

**The Digital Director shall**

- A. Be responsible for development and maintenance of the TLAB section of the TL web site, including design and regular content updates.
- B. Collaborate with Communications Director to insure TLAB specific news and information is maintained and posted in a timely manner.
- C. Collaborate with Communications Director and Committee chairs on dissemination of TLAB communications through digital channels (e.g., emails, event web pages, etc.).
- D. Lead efforts to develop and manage e-commerce capabilities for sale of TLAB spirit merchandise, event registration and similar activities.
- E. Serve as key person for other forms of digital communication and information gathering (e.g., online surveys) as needed.

**The Marketing Director shall:**

- A. Act as the TLHSAB contact with the business community for solicitation of financial and material support.
- B. Maintain list of sponsors contacted and sponsors paid.
- C. Ensure that Thank You letters are sent to sponsors and corporate donors.
- D. Assist Program committees
- E. Coordinate the sales and creation of ad signs for both the TL stadium and gymnasium.
- F. Serve as leader for acquisition and selling of TL spirit merchandise to be sold at TL sporting events and functions.

**The Merchandise Director shall:**

- A. Keep inventory of all spirit merchandise that TLHSAB sells
- B. Coordinate with teams on pop up sales events.
- C. Staff Football & Basketball Games, Special School Events, etc. to sell spirit gear.

**The Bocce Tournament Director shall:**

- A. Oversee planning and operations of the annual Bocce Tournament sponsored by the TLAB as Chairperson.
- B. Bring Bocce Tournament committee reports to the TLAB Board meetings.
- C. Write a report explaining procedures, problems, successes and personnel involved in running the Bocce Tournament.