

Poway Girls Volleyball Booster Club

(Board Roles and Responsibilities)

Last Updated: 8-2-24

Each role below has a few key items that they are responsible for and then also will act as liaisons to various jobs within the program to ensure that they each run smoothly. Over time, the liaison roles may move around depending on personal interest of the people in each role.

President

- run meetings/create agendas
- oversee booster club activities and help problem-solve issues as needed
- lead program volunteer sign-ups
 - create/update job descriptions (based upon program numbers)
 - ensure everyone signs up and understands their jobs
- lead “Little Titans” camp flyer/advertisement distribution
 - work with Breezy to get flyer drafted
 - communicate with District office to get flyers sent out (April/May)
- lead program kickoff event scheduling
 - work with Breezy to setup plans for each season and finalize date
 - book event (i.e. Mission Bay Aquatics Center) & communicate with MBAC as needed (May/June)
- lead season opening program parent meeting & Varsity parent meeting
 - go over agenda with Breezy
 - talk about program expectations and let parents know about the SnapRaise! campaign
 - let them know about team store deadline
- liaison to:
 - all 3 team parents
 - freshmen team
 - JV team
 - Breezy
 - team parents in charge of uniform collection

Vice President

- lead snack bar fundraising (work with school on what is needed and work with parents to ensure forms/TB tests are completed)
- liaison to:
 - coach’s gift liaison
 - team photographers/scrapbookers on each team
 - team videos/DVD creators on each team
 - team parents in charge of snack bar at home games
- lead fundraising through SnapRaise!
 - interface to SnapRaise! company – work with Breezy to setup plans for each season and put together the presentation/pictures/video
 - update/send out SnapRaise! intro email to parents
- snack bar and general fundraising

Secretary

- write and distribute minutes for association and board meetings
- lead design of community sponsor “thank you” notes and write/send out any handwritten “thank you” notes (that are done in addition to SnapRaise! “thank you” notes)
- liaison to:
 - Senior Night activities in the gym & dinner
 - team parents responsible for sandwiches
 - team parents responsible for tournament camp food
- lead banquet
 - work with Breezy to finalize flyer to send out to team parents
 - make sure all audio & visuals/video equipment work for the event
 - invite Marty, CJ and coaches
 - book event for following year in January

Treasurer

- in charge of budget, bank account, check writing, tracking
- lead corporate sponsor program
- lead Titan Invitational tournament(s)
 - communicate with parents in charge of scheduling snack bar shifts and volunteer shifts
- liaison to:
 - parents who run Titan Invitational tournament snack bar and volunteers
 - parents in charge of team dinners
 - parents in charge of Halloween Tournament
 - team parent in charge of Senior Night program (make sure sponsors get properly recognized)