

BOOSTER CLUB JOB DESCRIPTIONS FOR OPEN POSITIONS – 2020/21

BOOSTER CLUB OFFICER POSITIONS:

PRESIDENT

Oversee and approve all activities and communications related to the Rye Neck Booster Club (including all insurance/paperwork requirements). Meet monthly, or as needed with Athletic Director. Meet monthly, or as needed with other Booster Club Officers. Communicate Booster Club activities with school principals, when applicable. Sit on HS PAC. Oversee Homecoming activities, including Family Tailgate. Work with Treasurer to create and oversee budget and all monetary activities. Work with VP of Spirtwear to oversee the creation and sales of Rye Neck merchandise. Work with VP of Fundraising to create and implement fundraising activities. Work with VP of Communications to send out information related to Booster Club activities, as well as activities at Rye Neck (including athletic, theatre, etc.) via email blasts, Booster Club webpage and other social media. Work with VP of Concessions to oversee the service of concessions sales at Rye Neck events. Organize seasonal team dinners. Oversee the ordering and display of senior signs. Organize the Scholarship Committee and oversee the selection of scholarship winners. Organize the Annual Sports Award Ceremony. Present a brief overview of Booster Club activities at Board of Education meetings. Provide an overview of Booster Club activities for ValueEd publications.

VP OF COMMUNICATIONS

Communicate Booster Club and Rye Neck activities to the Rye Neck community via email blasts. Oversee Booster Club Twitter accounts. Maintain the Booster Club web page. Record minutes at General Booster Club meetings. Meet monthly, or as needed with President and other Booster Club Officers.

VP OF FUNDRAISING

Come up with ideas for activities and events to raise funds for the Rye Neck Booster Club. Oversee all fundraising activities and events, including the Annual Donation Drive, Parents Night Out and other fundraisers. Arrange contracts and obtain proper insurance documentation from vendors. Meet monthly, or as needed with President and other Booster Club Officers.

VP OF CONCESSIONS

Supervise all concessions sales at Rye Neck events. Oversee concessions budget. Oversee purchases of all concession items. Responsible for getting volunteers to sell concessions. Meet monthly, or as needed with President and other Booster Club Officers.

BOOSTER CLUB LIAISON POSITIONS:

THEATRE DEPARTMENT LIAISON

Serve as a communicator between the Booster Club and the High School Theatre Department. Help to come up with ways that the Booster Club can support the Theatre Department.

DANIEL WARREN/FE BELLOWS LIAISON (Can be one or two positions)

Serve as a communicator between the Booster Club and the Daniel Warren/FE Bellows community. Communicate Booster Club activities with elementary school principals when applicable. Coordinate with VP Spirit Wear in regards to spirit wear sales, when applicable.

MIDDLE SCHOOL LIAISON

Serve as a communicator between the Booster Club and the Middle School community. Communicate Booster Club activities with middle school principal when applicable. Coordinate with VP Spirit Wear in regards to spirit wear sales, when applicable. Sit on MS PAC.