

Spartan Athletic Booster Club (SABC)

Officer and Chairperson Responsibilities

Contained in this document is a listing of each Spartan Athletic Booster Club (SABC) Board of Directors (officer and chairperson) position and the responsibilities assigned. It is organized as follows:

Officers:

- President
- Treasurer
- Secretary

Chairpersons and Coordinators (alphabetically):

- Concessions Treasurer
- Concessions Coordinator
- Flower Sale
- Membership
- Sports Liaison Coordinator

President

Position Overview: Attends all monthly board meetings. This position may be held by one person or two co-presidents. The primary role of this position is to oversee the operations of the SABC and work with other Board of Directors to carry out the mission and purpose of the organization.

Details of Duties:

- Preside at all meetings of the club, including the annual meeting.
- Ensure that board meetings run smoothly and effectively and that all voices are heard.
- Personally represent the club or appoint a delegate where representation is deemed advisable.
- Effect compliance with the rules, regulations, and policies of the Board of Education and the Brookfield East Athletic Department.
- Work closely with the Athletics and Activities Director prior to Board meetings to review coach's requests and to discuss other matters prior to board meetings.
- Communicate regularly with board members.

Other Skills/Abilities: Needs to be detail oriented, have a collaborative work ethic, and be able to understand the "big picture" of how the SABC works in relationship to Brookfield East High School athletics.

Secretary

Position Overview: Attends all monthly board meetings and take meeting minutes. Distributes meeting minutes prior to next SABC board meeting.

Details of Duties:

- Attend all scheduled SABC Board meetings.
- Record SABC Board meeting minutes.
- Keep and distribute minutes of all the SABC meetings.
- Maintain e-mail listing of all SABC Board of Directors.
- Time commitment: 2-3 hours per month.

Other Skills/Abilities: Needs to be detail oriented and have word processing experience.

Treasurer:

Position Overview: Maintain financial records for the SABC. Manage checking account and do banking work. Provide monthly reports. Provide information and records for tax purposes.

Details of Duties:

- Keep the financial records of the SABC.
- Pay bills on approval of the Board of Directors.
- Need to reimburse vendors and concessions liaisons in timely fashion with check or online bill pay
- Calculate membership and concessions payout to each team and issue checks to the Athletic Department office.
- Be responsible for the deposit of all the funds of the SABC into accounts designated by the Board of Directors.
- Render current financial statements at each regular SABC meeting and at each Annual meeting.
- Make all financial records available for review and/or audit by the Board of Directors or their agent at any time.
- Time Requirement: 2-4 hours per month.

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Other Skills/Abilities: Computer-based accounting program experience is helpful. Some accounting experience is helpful but not necessary.

Concessions Treasurer

Position overview

The Concessions Treasurer establishes and maintains the cash boxes for the Club's events.

Details of Duties:

- Establish and maintain 6 cash boxes for sport concessions contact to pick up and return as needed to run concessions event. Football cash requirements are specialized and they need 2-3 cash boxes.
- Deposit concessions sales cash after each event
- Keep track of profits for SABC 20%, Expenses (est. at 40%) and team hosting the concessions stand (40%). Profits to teams are paid at the end of their season; profits to SABC are paid at the end of the following season.

Time Requirements/Specific Duties:

- Need to be available to arrange the pick up and drop off of cash boxes
- Need to be able to make deposits on a timely basis (almost all deposits have to be handled via teller, not drive up)
- Need to be available for monthly SABC meetings
- It is desirable to be in close proximity to Brookfield East

Other Skills/Abilities:

- Currently books are set up on Excel.

Concessions Coordinator

Position Overview: Clean and set up stand prior to start of season. Determine food and equipment needs for indoor and outdoor concession stands. Coordinate efforts with maintenance staff, team liaisons and Athletic Department liaison. Clean and close stand at the end of the season.

Details of Duties:

- For Fall – It is recommended that 1 person cover all indoor events and 1-2 people cover all outdoor events.
- For Winter – 2 people co-chairing is recommended.
- For Spring – 2 people co-chairing is recommended.
- Review menu options and food prices annually with Booster Club members. Update when necessary.
- Print up menus, signs, or special menus for athletic events as necessary
- Buy and/or order food, beverages, paper products and miscellaneous supplies from approved vendors: Pepsi, Valley Popcorn, Sam's Club, US Foods
- Clean, setup and stock concession stand prior to the start of the indoor and outdoor seasons.
- (Maintain equipment for stands which includes initial setup and end of season take down and storage: Grills and propane, Nacho Cheese machine, popcorn machine, coffee/hot chocolate machine, etc.
- After each event, check inventory for food, beverage, papers supplies, etc. Order/purchase inventory and re-stock, if necessary
- Wash dish towels and aprons after an event.
- Communicate to team liaisons the procedure for opening and closing of concession stand, staffing and training of volunteers, etc.
- Collect feedback from volunteers via team liaison

Time Commitment Average: Time estimates are variable and dependent on event scheduling

- Pre-season: Clean, setup and stock concession stand prior to the start of the indoor and outdoor seasons: 5 hours
- Order, purchase, delivery and/or stocking of food, beverages, etc for stand: 4 hours per week. Note: Purchase of perishable items is specific to event and will require separate purchase and delivery to stand
- Day of event: Turn on equipment (cheese, coffee machine) take out food to thaw: 30 minutes/event
- Post event inventory: 1 hour/week
- Post-season: Clean and close concession stand at the end of the season: 5 hours

Other Skills/Abilities:

- Sense of humor
- Keep a sense of perspective - it is impossible to predict which food items will be more popular on any given day

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- Lifting is required when doing stock work.

Flower Sale Chairperson

Position Overview

This fundraiser occurs in the second semester of each school year. Orders are obtained from families and customers March through April with flower pick up in early May. Primary role of the chairperson(s) is to update order form and publicize annual flower sale beginning in February. The committee and volunteers work the sale day pick up.

Details of Duties:

- Two co-chairs, 1 major additional volunteer (chair assistant).
- One chair with computer knowledge to track orders and keep track of money. Organizational skills a must.
- One chair organizes and arranges volunteers for sale and works with assistant chair in handling publicity/order form updates/promotions.
- Assistant Chair runs copies, leg work, helps with publicity and contacting schools (district to help promote in newsletters and on websites).

Time Requirements / Specific Duties:

- Update forms and flyers for publicity and mailings; 5-6 hours
- Log all orders into computer spreadsheet; 20 hours (over 2 months)
- Run copies and distribute flyers for school mailings; approx. 4 hours
- Set out signage (advertising) around town; 1-2 hours
- Call/e-mail volunteers; 3-4 hours total
- Double check all order prior to sale; 4 hours
- Work day of sale (6:00 a.m. to noon); 6 hours

Other Skills/Abilities: Good organizational, some computer knowledge, public relations and planning skills are needed. Flower knowledge is helpful, but not crucial (varieties of flowers are very common).

Membership Chair

Position Overview: The main responsibilities are to distribute/collect membership forms, to maintain SABC membership data, and to distribute event admission punch cards. Communicate the membership percentages to the Board and the Chairs for payout calculation by the Treasurer after each sports season.

Details of Duties:

- Accept membership forms and money on Registration Day and throughout the school year.
- Work the SABC table on Registration Day
- Distribute event admission punch cards (and bonus gift, if applicable), in person or by mail, at Registration Day and throughout the school year.
- Enter membership and contact information on and maintain computer spreadsheet.
- Maintain three ring binder with membership forms.
- Calculate membership percentages for each sports team.
- Generate membership reports for Fall, Winter, and Spring sport seasons and present reports at monthly SABC Board meetings.

Time Requirements / Specific Duties

- Attend Registration Day; 8 hours
- Distribute event admission punch cards; 4 hours
- Generate comprehensive membership list; 1 hour
- Collect sport rosters each season and check for SABC membership; 8 hours
- Generate monthly membership reports for SABC board meetings; 5 hours

Other Skills/Abilities: Computer proficient, especially with Excel. Need to be comfortable with data entry and generating reports for SABC board meetings.

Sports Liaison Coordinator

Position Overview: The main responsibility is to ensure that each team has a parent who is the team's sport liaison. All information on membership, concessions, and SABC is through the team's liaison. The Sports Liaison is the bridge between SABC and individual teams.

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Details of Duties:

- Encourage coaches to identify a parent as the team's sport liaison
- Ensure representation of BEHS sports programs at monthly Board meetings during the season.
- Provide information packet to each sport liaison on the following: SABC Membership, concession work/events, and general information on SABC upcoming fundraisers
- Coordinate with SABC president concession assignments as events are added to season
- Communicate to teams as needed through team liaison email distribution lists.

Time Requirements / Specific Duties:

- Provide information folder to each team liaison which contains SABC brochures, SABC information on membership and fundraisers, and concession event duty details. 2 hours at beginning of each sports season.
- Regularly connect via e-mail or phone with liaison to remind them of concession duty. Varies from week to week.

Other Skills/Abilities: Good communication skills are a must.

Turkey Trot

Position Overview: This fundraiser occurs in the first semester (fall) of each school year. The date of the run is usually the third Saturday of November.

Details of Duties:

- Organize all aspects of the Turkey Trot fun run, including volunteers, race details, runners/walker registration and sponsorship.
- Coordinate advertisements and publicity surrounding the race.
- Attend the race to ensure all aspects of the event are covered: timing, food/drink, goody bags, raffle.
- Follow up with thank you's to sponsors and donors.

Time Requirements / Specific Duties:

- Minimal time required during the months of December – August
- Seek sponsorship from business - June through October
- Secure registration for use of Wirth Park - July.
- August and September: approximately 5 hours/week
- October and November: approximately 10-15 hours/week
- Day of event - entire day.
- Follow up with thank you's - approximately 5 hours.

Other Skills/Abilities: An individual chairing this fundraiser needs to be detail-oriented, a good communicator, and well-organized.