

2017-2018 WF Football Booster Club Executive Board Member Election

Nominations of Executive Board Members shall be taken January 2018. All nominees must submit a brief narrative about themselves and the experience they will bring to the football program via email to wfblackhawksbooster.com

Election of the new Executive Board Members will take place in February 2018. The new Executive Board Members will be in place the first of March 2018.

- **President-** It shall be the duty of the President to preside at all Executive Board and regular meetings. The President shall appoint all committee chairpersons. The President may be an ex-officio member of all committees. The President shall sign contracts, checks, and disbursements, subject to the approval of the membership. The President shall have one vote on matters considered by the Executive Board and membership. In the event of a tie vote the President will abstain from voting.
- **Vice President-** It shall be the duties of the Vice President to act as President in the event of the President's absence, and shall be an active member in all Executive Board and membership. The Vice President shall sign contracts, checks, and disbursements, subject to the approval of the membership. It is the responsibility of the Vice President to oversee Booster Club communications and publicity, whether by self-performing duties or delegating them to another, and to work closely with WFHS Football coaches and staff on publicity and publications.
- **Secretary-** It shall be the duties of the Secretary to act as recording and correspondence secretary. The Secretary will record all proceedings of general and Board meetings, making minutes available to the Club members. Secretary will take and record roll call at the Executive Board meetings, and will maintain record books, By-laws, standing committees, and standing rules. Minutes with any amendments to the By-laws shall be properly documented. Record books shall be on hand at each meeting. The Secretary shall sign checks and disbursements, subject to the approval of the membership.
- **Treasurer-**It shall be the duties of the Treasurer to act as financial secretary and treasurer. Duties shall be to receive monies due to WFHSFBC and deposit them in an approved account, disburse funds and record all disbursements. The Treasurer shall make a statement of account at all regular meetings and make a full report at the annual meeting. The Executive Board may audit the accounts of the Treasurer at any time during the terms of the Treasurer. The Treasurer shall submit annual reports to the Arizona Corporation Commission and the IRS to maintain the Booster Club corporation status.
- **Vice President, Sponsorships** – It shall be the duties of the Vice President of Sponsorships to direct and coordinate sponsorships. To cultivate and maintain relationships and communications with all sponsors, donors and parents. Purchasing banners, delivering and creating print ADS, facilitating special promotions nights. VP of Sponsorships will also chair the Printed Fall Football Program Committee.

- **Vice President, Concessions** - It shall be the duties of the Vice President of Concessions to direct and coordinate the concessions stand. To purchase and stock stand with food and product. Purchase and maintain food and Beverage (coke) orders. The VP of Concessions will work closely with each team level REP. Team level REPS will be responsible for staffing concessions stand for all home games, including playoffs should we be fortunate to host.
- **Vice President, Apparel** – It shall be the duties of the Vice President of Apparel to coordinate ordering, purchasing and designing apparel for sale, including practice wear for frosh. Also including hats, decals, polo's, and any other items to be sold at apparel table. The VP of Apparel will also chair the 50/50 committee including any special raffles, working closely with treasurer.

The following positions are Board of Director positions, not elected. If more than one person is interested, the duties will be shared. Representatives follow the same by-law regulations as committees.

- **Freshman representative**- The freshman representative shall be a freshman parent or parent's member who shall act as a liaison between the freshman coaching staff, parents and the executive board. They will be responsible for organizing weekly pre-game meals for the freshman football team, organize volunteers to support club sponsored activities including but not limited to staffing concessions stand and clothing sales table at all home varsity games and organizing a three person chain gang for all home freshman games. Freshmen rep shall also be responsible to support and staff all fundraising events such golf tournament and fall sports program.
- **Junior Varsity representative** -the junior varsity representative shall be a junior varsity parent or parent's member who shall act as a liaison between the junior varsity coaching staff, parents and the executive board. They will be responsible for organizing weekly pre-game meals for the JV football team, organize volunteers to support club sponsored activities including but not limited to staffing concession stand and clothing sales table at all home freshmen games and organizing a three person chain gang for all home junior varsity games. Junior varsity rep will also be responsible to support and staff all fundraising events such golf tournament and fall sports program.
- **Varsity representative** -the varsity representative shall be a varsity parent, or parents, who shall act as a liaison between the varsity coaching staff, parents and the executive board. They will be responsible for organizing weekly pre-game meals for the varsity football team, organize volunteers to support club sponsored activities including but not limited to staffing concession stand and clothing sales table at all junior varsity home games and organizing a three person chain gang for all home varsity games. The Varsity rep will also be responsible to support and staff all fundraising events such golf tournament and fall sports program