

Blue Hills Booster Club Job Responsibilities

The Booster Club is a volunteer organization run by parents and/or guardians of Blue Hills students. At this time we are seeking and encouraging parents of our Blue Hills students to come forward and support the Booster Club by becoming a member of our elected Board of officers. All positions are open each year so that parents can have an opportunity to serve. There are many talents in our BHR families, and when we combine our talents with our enthusiasm, it creates a vibrant and productive organization that benefits our students.

If you would like to participate, but cannot commit to an officer position currently, the Booster Club has other opportunities for serving, such as a coordinator, or on a committee. We are also looking for help with Social Media and Fundraising.

For your information we have provided below a sample listing of officer responsibilities. In addition, please feel free to contact any member of the Board with inquiries, or email us at bluehillsboosters@gmail.com. We hope to hear from you!

President

- Provides topics for meeting agendas
- Presides at all regular and special meetings
- Appoints committees
- Approves all communications for Social Media and BHR
- Interfaces with school administration as needed on behalf of Booster Club

Vice President

- Assist President as directed
- Officiates in absence of President
- Attends events
- Secures meeting locations
- Assists in training new officers

Treasurer

- Prepare monthly financial report & present at membership meetings
- Provide cash to managers as needed prior to Booster events
- Prepare year-end financials for tax accountant
- Assure tax reports/returns are filed timely
- Attend major fundraising events to assist with financial control

- Communicate with outside vendors for establishing and maintaining payment options (Paypal, Venmo, Square, etc.)
- Interface with Parent Boosters USA as the Booster Liaison and pay annual dues
- Pay all approved invoices in a timely manner
- Maintain and update Subscription for website “Go Daddy”
- Pay Booster Post Office Box fee annually
- Coordinate with Concessions Manager(s) for Canton Board of Health Certification annually
- Coordinate with Special Committee Chairs for payments required (Scholarship Chair, Grants Chair, etc.)
- Serve on the Grant Committee
- Present an update at the monthly membership meeting

Secretary

- Prepare Agendas for meetings as directed by the President
- Record Minutes at all Booster Meetings
- Type minutes and email a “Draft” version to attendees within 1 week of meeting.
- Revise Draft of Meeting Minutes as needed and present at next general membership meeting for approval by vote
- Compose Connect Ed messages for publication through BHR. Connect Ed messages must first be approved by the President. Request for publication must be addressed to the school Principal and carbon copied to the Academic Director.

Store Manager

- Identify and coordinate sales opportunities at school events
- Identify vendors for Boosters to consider for purchasing merchandise
- Secure volunteers for hosting the Booster Store and other Booster events
- Maintain purchase and sales records for the Booster Store
- Coordinate with the Treasurer for transitioning cash for deposit
- Present an update at the monthly membership meeting

Membership Manager

- Create and maintain membership database tracking payments and volunteerism
- Maintain a list of volunteer opportunities and communicate to members and to Social Media Coordinator for public postings
- Collaborate with Treasurer all membership dues payments

- Maintain/update membership printed materials such as the Membership application card, Membership information letter
- Present an update at the monthly membership meeting
- Maintains the procedures manual

Concessions Manager

- Consult with Athletic Director to confirm sporting event dates and times
- Open the Snack Shack during sporting events when practical
- Purchase supplies and food to sell at Booster events involving concessions
- Coordinate with Town of Canton to secure Board of Health Certification for the Snack Shack
- Collaborate with volunteers in the selling of concessions
- Coordinate funding needs with the Treasurer
- Prepare a financial summary for each concession event and present to Treasurer
- Ensure the volunteers use proper food & beverage procedures

Communication/Social Media Coordinator

- Collaborate with President in composing and releasing social media posts
- Post monthly events and Booster meetings on Facebook
- Collaborate with Officers, Managers and Coordinators to create/secure signage for Booster events as needed
- Create Sign Up Genius to recruit volunteers
- Share information to Town Reps for dissemination