

## Organizational Chart/ Duties 2018-2019

### OFFICERS

**President:** As the chief executive of the club, (s)he organizes the fulfillment of the mission, establishes goals for total fundraising and membership, and oversees committees. President calls for and runs the monthly meetings.

Officer Name: Sherri Nohl

**Vice-President:** An executive “floater” assists with the responsibilities of the President and other committees / members as needed.

Officer Name: Jennifer Grandpre

**Treasurer:** Makes deposits. Pays bills. Reconciles monthly bank statements. Prepares monthly reports and summaries for monthly meetings. Oversees disbursements to activities and groups.

Officer Name: Lisa Svendsen

Cash Box Chair:

Cash Box 2nd:

**Secretary:** Point of contact for all communications and records, including meeting minutes for the organization. Ensures minutes are distributed to general membership.

Officer Name: Michele Mickelson

### COMMITTEES

**Communications/ Social Media:** Updates website, Facebook and Instagram to promote the club and students. PR with the Enterprise and Park County Community Journal.

Chairperson Name: Alana John

Committee Members:

Volleyball - Jennifer Grandpre

Choir

Band - Sherri Nohl

Football - Sherri Nohl, Lisa Svendsen

Golf

Cheerleading - Jennifer Grandpre

Student Council - Sherri Nohl

Clubs - will be listed as parents volunteer

Cross Country

Boys Soccer

Girls Soccer

Boys Basketball - Lisa Svendsen

Girls Basketball

Wrestling

Track and Field - Lisa Svendsen

**Booster Events:** Organizes events such as fundraisers (ex. Ranger Rush) and annual Glory Days event.

Chairperson Name:

Committee Members:

**Membership:** Coordinates membership drive; distributes membership materials; maintains membership list to coordinate with PHS for event programs. Creates and updates mass email list weekly. Coordinates with PHS for event program recognition. Oversees creation of membership cards and swag.

Chairperson Name: Jessi Tyner

Committee Members:

**Athletics / Club Liaison:** Works directly with the AD, coaches and group advisors to distribute donation request forms and bring to the board meetings. Follow up with questions between officers and teams/clubs.

Chairperson Name:

Committee Members:

**Swag / Merchandising:** Under discretion of the officers and annual budget is in charge of ordering spirit items both for sale and for giveaway purposes. (T-shirts, travel coffee mugs, refillable popcorn and soda containers, spirit towels, etc)

Chairperson Name:

Committee Members: Jessi Tyner, Lisa Svendsen

**Concessions:** Position broken into fall season and winter season. In charge of ordering, pricing, scheduling (Sign Up Genius), cash box start up and return to Treasurer weekly. Oversee volunteers including set up and clean up. Paid position.

Manager Name:

Ordering / Receiving Chair:

Volunteer Scheduling Chair:

Committee Members:

**School Event:** Liaison between Booster Club and PHS contact for funding requests such as Homecoming (royalty float, DJ for the dance, food), Fall Formal (funding needed), etc

Chairperson Name:

Committee Members:

**Grant Writer:** Seeks out and submits grant proposals to foundations as appropriate. Ex. Mountain Sky Guest Ranch, PCCF, NorthWestern Energy, Dennis Washington, etc.

Chairperson Name:

Committee Members:

**Scholarship:** Once funding becomes available, sets up the criteria for an annual scholarship to a graduation PHS Senior. Evaluates applications and presents award at annual ceremony.

Chairperson Name:

Committee Members: