

## Organizational Chart/ Duties

### 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:

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

Officer Name:

**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:

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:

### 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:

Committee Members:

Volleyball

Choir

Band

Football

Golf

Cheerleading

Student Council

Clubs - will be listed as parents volunteer

Cross Country

Boys Soccer

Girls Soccer

Boys Basketball

Girls Basketball

Wrestling

Track and Field

**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:

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:

**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: