



DUTIES OF THE OFFICERS

The Vice President of Programs The VP of Programs will oversee HOCO activities and Powder Puff administrative contacts, and philanthropy contacts. She/he will work to arrange community service opportunities for TCHS Cheerleaders.

The Vice President of Finance The VP of Finance will also serve as the Parliamentarian at all meetings and ensure use of Robert's Rule of Order is followed and time limits are enforced. She/he will enter into all contacts for the Booster Club, file taxes, work with the President to coordinate and submit competition registrations as needed by coaches, oversee all accommodation reservations for competition as needed, and create a budget for the competition season with the President. As well, she/he will work closely with the President and cheer coaches to create an overall budget for the cheer program. The VP of Finance will be responsible for the collection of monies. She/he will have charge of all funds of the TCHS Cheer Booster Club and will disperse them as authorized by the annual budget. She/he will present a financial report at every meeting of the Executive Board and TCHS Cheer Booster general meetings. The VP of Finance will make bank deposits, take money and make necessary payments. The VP of Finance will work closely with all other Executive Board members and Committee Chairs to ensure the budget is met.

The Vice President of Hospitality w The Vice President of Hospitality will serve as the co- chairperson of the Banquet Committee. The time and place of the banquet will

be approved by the Executive Board and cheer coaches. The VP of Hospitality will work with the Team Reps and Social Officers to plan and implement team parties and any other social events requested by the cheer coaches. The VP of Hospitality will be responsible for coordinating with the President for Game Day snacks for visiting teams, Game Day treats for team, and any other team supplies needed throughout the season as deemed necessary by the President and Coach(es)

The Secretary will keep record of all meetings of the TCHS Cheer Booster Club general meeting and Executive Board meetings. She/he will prepare and keep the master list of names and addresses of the Booster members, will be the conduit for formal communications from the booster club and its sub-groups to the membership, and retain copies of communications sent. The Secretary will be responsible for writing and sending out thank you notes to sponsors and donors.

The Vice President of Fundraising will be responsible for organizing and implementing all fundraising opportunities for the TCHS Cheer Booster Club. She/he will schedule the fundraising events and coordinate gathering the necessary volunteers for each event. She/he will also take care of the logistics of each event. She/he will work closely with the VP of Finance to create an annual budget report of projected expenses and plan fundraising events to offset the expenses approved.

The Merchandise representative is responsible for oversight of the Game Day t-shirts and/or other cheer related merchandise. The Coach and President will provide approved contacts for the design and production of the t-shirts. She/he will be responsible for contacting the administration for approval to sell at various events at the school. The Merchandise Representative will need to keep accurate records of how many shirts are distributed out to volunteers to sell and how many are actually sold. The Merchandise Representative will assist with designs and/or logistics as well as charity or playoff projects. The Merchandise Representative is responsible for a reconciliation of each shirt sold. They will also work with the President to determine additional spirit merchandise needs and execute as appropriate.

The Team Representative(s) will serve as Team Parents for either Junior Varsity or Varsity. Each team Representative will organize team dinners for game day as appropriate, coordinate dinner deliveries before football games, and coordinate team bonding parties during the year. She/he will also assist the spirit leaders with gathering pictures for each squad for the end of year banquet. Additional responsibilities can

include communications, public relations, community service coordination and feeder pattern relations.

The Vice President of Marketing/Media will be responsible for all technology/media platforms for the TCHS Cheer Booster Club to including social media. The purpose of all social media accounts will be a marketing/communications tool for the Timber Creek community to be aware of events related to Timber Creek Cheer. The VP of Marketing/Media will be an administrator of the closed Facebook group for TCHS Cheer Booster. The VP will be responsible for determining a marketing plan for each event and fundraiser to further reach. They will work closely with the TCHS Cheer Leadership Squad to post to all social media platforms. All designed flyers must go through an approval process prior to posting publicly which would include the President, Coaches and Administration as needed.

The Scholarship Chairperson will lead the scholarship committee. She/he will communicate directly with each grade of underclassmen and their families to outline the road to college scholarships that starts when a student becomes part of the TCHS Cheer Program. Additionally, the Scholarship Chairperson will meet with senior families to define the expectations of students and families during senior year as it relates to scholarship requirements. She/he will submit the required application to the counselor's office per the guidelines set forth in the bylaws. She/he will manage service hours, verify membership, work directly with coaches to confirm official good standing and provide volunteer hour balances for each parent at TCHS Cheer Booster Club meetings.