

## **OFFICERS & COMMITTEES**

**President.** Responsible for the overall coordination of the HABC, communications with Athletics Department and parents, conducting regular meetings, oversight of all finances, committees and booster activities. The President is the primary Officer responsible for conducting an active membership campaign and promoting membership in the HABC. (More details on President's role in the HABC by-laws.)

Estimated time commitment during 2018-2019: 6-10 hours per week on average this year. However, this could decrease if the full slate of officers and committee members were in place and active.

**Vice-President.** Attends all meetings of the HABC and assist President in all duties. Provides primary oversight and assistance for the fund-raising activities of the HABC, including concessions (in coordination with the Concessions committee).

Estimated time commitment during 2018-2019: 6-8 hours per week on average this year. However, this could decrease if the full slate of officers and committee members were in place and active.

**Secretary.** Attends all meetings of the HABC and records the minutes of all meetings of the HABC and publicizes them via email, website and social media as necessary, maintains membership records and keeps them up-to-date, performs correspondence duties as necessary.

Estimated time commitment during 2018-2019: No average for this year because secretary was inactive. Primary time commitments would be in the fall membership drive (probably 2-4 hours per week in August to stay up-to-date on all membership submissions). Later in the year, there are periodic membership surges that would require more time to update. Attendance at all monthly meetings and perhaps an hour to compile and post the minutes.

**Treasurer.** Creates the annual budget with input from other officers and committees. Maintains all financial records including tax filings, school district filings, and bank updates. Handles all incoming and outgoing funds and ensures proper procedures are followed for tracking all finances. Handles bank deposits and withdrawals, pays any outstanding bills. Presents monthly financial statements at the HABC meetings. Knowledge of general financial procedures, accounting and Quickbooks experience a big plus.

Estimated time commitment during 2018-2019: No true average available for this year because treasurer duties were split between multiple people for various reasons. Primary time commitments for treasurer are tracking payments during the fall membership drive, Bleacher Creature payments, and varsity football parking payments. In August/September, this will take 4-6 hours per week. Later in the year, there are periodic membership surges that would require more time to update and track payments. The treasurer is also responsible for preparation of money boxes, tracking sales, preparing deposits, etc. for all concessions stand sports (Volleyball, Basketball (boys & girls), Softball, Baseball, and Track). This is very time-consuming and requires a great deal of coordination with the persons who are making purchases and maintaining inventory for the concessions stands. The Treasurer is also required to file taxes and update all information for maintaining booster club status, and to prepare and present reports at the monthly

meetings. Overall, I would estimate an average weekly time commitment of 6-10 hours depending upon the activities ongoing.

**Committee Chair of Sports Coordinators.** Responsible for coordination of all sport coordinators during season of each sport and to directly communicate with each sport coordinator and assists with membership. Each sport / team will have designated sport coordinators who will assist with passing communications and updates to and from the booster club, and who will assist with coordinating volunteer needs for each season's requirements (helping with Bleacher Creatures, assisting with football parking, staffing concession stands, etc.).

Estimated time commitment during 2018-2019: Monthly communications (or more as needed) sent to the parent sport coordinators takes approximately 1 hour per month. Most active during the kick-off times for each sport and during membership drives.

**Committee Chair for RED & BLUE Rallies.** Responsible for coordinating and enhancing the seasonal Red & Blue events -- one per sports season. The R&B events each consist of a meal for the athletes in that season's sports (Fall, Winter, Spring); participation by Band, Cheer, Color Guard, Highsteppers, and presentation of the athletes and coaches for the season's sports. Goals are to honor the athletes, support the teams, and encourage parent/family/community involvement. (\*Note: Planning for the FALL R&B is primarily handled by the Athletics department.)

Estimated time commitment during 2018-2019: Approximately 2-3 hours around the Winter and Spring rallies. Minimal time commitment for Fall R&B, primarily time to assist with setting up and working a membership table during the event (maybe 2 hours).

**Committee Chair for Concessions.** This committee should be the largest committee of HABC. Each of the sports who are in need of concessions should have representatives on the committee (Volleyball, Basketball, Track, Baseball, and Softball). The chairperson will help to coordinate the scheduling, supplies, and inventory for the various concession stands. The chairperson of this committee will basically serve as a procurement coordinator for all concessions supplies and must interact with the Treasurer who will supply payment, and report to the Vice President who has oversight of concessions activities. **The staffing for each concession stand is the responsibility of each sport (coordinated with their parent sport coordinator and the sport coach).** The committee should also research and suggest alternatives to traditional concession stand options (such as food trucks, vendors, etc.) for long term options for concessions.

Estimated time commitment during 2018-2019: No average for this year because this committee never formed. These duties were handled by three people (President and VP and a purchasing coordinator/volunteer) throughout the 2018-2019 school year. For three people, it was difficult and time consuming. With more people to help with purchasing and stocking of the concessions stands, the time demanded should be less, but this will be a time-intensive committee year-round. Approximately 4-6 hours per week from October through late April/early May. Recommend dividing up duties amongst committee members -- inventory, stocking, supply pick-up from Sam's, etc. to reduce the time burden on individuals. The committee chairperson will have to be very proactive in communicating and managing these activities.

**Committee Chair for Weiner Dog Races (WDR).** Responsible for the WDR planning. This committee should begin planning for the WDR event -- which is one of the biggest HABC fundraisers -- early in the year. Planning should include budgeting for and securing all necessary inventory (food)

and supplies via donations or purchases; documenting/updating all procedures and the schedule for the WDR booth functions (when is the food prepared by Hays HS culinary department, who will purchase, pick-up, etc. how much food is needed when, how much inventory is used, etc.); coordinating scheduling for staffing with the sports coordinators/coaches (student athletes supply the labor). The committee chairperson should report on WDR planning progress monthly (or more as appropriate).

Estimated time commitment during 2018-2019: No average for this year because this committee never formed and HABC opted out of WDR for the year due to lack of volunteer support.

**Committee Chair for Sponsorships / Fundraising.** This committee will be focused marketing sponsorships and generating additional sponsorships for HABC. They will also research additional opportunities for fundraising and creative income options for the HABC.

Estimated time commitment during 2018-2019: No average for this year because this committee never formed. Maybe 1-4 hours per week spent contacting/pursuing possible sponsorships?

**Committee Chair for Publicity and Social Media.** This committee will focus on maintaining and updating the website, keeping social media content current through communications and interactions with sports coordinators, and will aid in publicizing via email and social media all efforts of the booster club.

Estimated time commitment during 2018-2019: No average for this year because this committee never formed. The President handled all of these duties this year. Estimated time commitment approximately 2-4 hours per week.