Men’s Basketball Booster Roles and Responsibilities

**President**: (Officer) Oversees all activities of booster club. Reports to Head Varsity Coach. Communicates with all coaches on program direction. Approves all other roles and responsibilities and delegates duties as appropriate. Co-owner of booster club bank account which includes approving financial reports and setting the club’s yearly budget. Reviews bylaws and approves annually. Coordinates all club meetings including, scheduling, setting the agenda, and approving minutes.

**Vice President**: (Officer) Reports to club President. Acts as delegate for President if the President is unable to perform duties. Reviews and signs monthly financial reports. Oversees the Event Coordinator and assists with events as necessary. Oversees the Spirit Wear Coordinator for quality control. Oversees Half Time Coordinator.

**Treasurer**: (Officer) Reports to club President. Manages the club’s bank account to include paying all invoices, adhering to the agreed upon budget, prepare monthly financial reports to be approved by President and Vice President. Prepare yearly tax document. Maintain club’s tax-exempt status. Manage club’s insurance policy. Oversees fundraiser coordinator. Oversees concession coordinator.

**Secretary/Communications Coordinator (s):** (Officer) Reports to the club President. Takes minutes at all official club meetings. Maintains player/parent contact list for HHS MBBSC. Sends out communications via club email as necessary. Maintain and update club’s email account [hebronhawksbasketball@yahoo.com](mailto:hebronhawksbasketball@yahoo.com).

**Website/Social Media Coordinator (s):** Maintains and updates the club’s web site [www.hebronhawksbasketball.com](http://www.hebronhawksbasketball.com). Maintains and updates the clubs Facebook page. Maintain and update the club’s Twitter account @HebronHawksBB. Maintain and update the club’s Instagram account. Communicates all events and updates to the parents via the appropriate media including game scores and highlights. Gathers and manages contact information for parents and players on all Hebron boys basketball teams.

**Event Coordinator(s):** (non-officer) Coordinates all tasks to ensure the success of the following yearly events:

Spring Football Game

9th Grade Orientation

Homecoming

Tip Off Night

Middle School Night

8th Grade Orientation

End of Year Banquet

**Concession Coordinator (s):** (non-officer) Coordinates the purchase of all concession inventory. Creates sign up genius schedule for all home games and Hebron hosted tournaments and ensures volunteer participation. Ensure the concession stand is set up and cleaned up properly prior to and after all home games. Manage the concession lockbox and money in the event the Treasurer is not available.

**Half Time Coordinator (s):** (non-officer)Finds and schedules half time entertainment for all home basketball games. Entertainment to be approved by the President and Varsity Coach.

**Spirit Wear Coordinator (s):** (non-officer) Design and order all apparel for the club to wear and/or sell. Includes but not limited to t-shirts, sweatshirts, yard signs, decals, banners, playoff shirts, hats, cups, etc.

**Fundraising Coordinator (s):** (non-officer) Manages all fund-raising activities for the booster club. Works with the Treasurer to ensure the club has enough funding for all activities. Includes but not limited to SNAP or equivalent fund raiser, team participation fund raisers, obtaining team sponsors by selling advertising or soliciting donations.

**Team Parent (s):** (non-officer) Ensures smooth communication between coaches and players parents. Coordinates team meals, games day meals, team treats, team apparel, etc as approved by the MBBC.