



Charger Club Officer's Positions

President

- Compose **Mission Statement, Membership Drive Letter, Coaches Memos, and Meeting Agendas.**
- Correspond through email and flyers to Yahoo member groups: Team Reps, Coaches, and AHS Families.
- Communicate meeting updates, club news, season high-lights, success, and promote sponsors.
- Strategize with Board Members to accomplish financial goals, plan fundraisers, and review income/expense statements.
- Attend and conduct all Charger Club meetings
- Work with other Chair Persons to complete tasks (snack bar, merchandise, spring event/silent auction)
- Recruit Team Reps and participation
- Meet with other Booster Club presidents and Mr. Misel to share updates, news, success, etc.
- Address action items and concerns of participating members.

Vice President

- Share duties for correspondence and communication to member group, team reps, coaches and sponsors.
- Act as liaison between Jeremy Resnick (Assistant Principal of Athletics) and Jason Rosenthal (Athletic Director).
- Work with President to accomplish tasks on various committees.
- Attend all Charger Club meetings.

Treasurer

- Record and keep current: check book registry, quick books statements, and taxes.
- Count money on the (5-6) Mondays following every home football game.
- Provide Income/Expense Balance Sheets and budgeting documents
- Assist with marketing lists and tasks.

Recording Secretary

- Take notes at Charger Club meetings and send minutes to group.
- Keep yahoo group current and update board members of changes.
- Assist with marketing lists and tasks.

Parliamentarian

- Shall ensure that all meetings are governed by “Robert’s Rules of Order”
- Shall head the Nominating Committee
- Shall head any activity regarding amendment of the bylaws.

Charger Club Committees 2009-2010

****Each of these chair & co-chair positions earn \$200 for their sport, in recognition of the time these volunteers work.**

Snack Stand Coordinators-#1 FUNDRAISER

- **MAIN CHAIR & CO-CHAIR :** Directs and coordinates the stocking, staffing, and cleaning of the football snack bar.
- *(2) Support Staff-* assist on delivery days from vendors (Coca-cola, smart and final, etc.) - 2/times a mos. Run field operations on night of home football games as directed from main chairperson. Communicate with team parent representative for assignments and volunteers. Attend coaches meetings with Athletic Director.

Dinner Dance/Silent Auction/Spring EVENT? - #2 FUNDRAISER

- **MAIN CHAIR & CO-CHAIR :** DECIDES on event, directs teams and committees, recruits volunteers, and coordinates all aspects of fundraiser.
- *(6) Support Staff-*spearhead committees for marketing, donations, silent auction, and entertainment, follow-up.

Merchandise Sales -#3 FUNDRAISER

- **MAIN CHAIR & CO-CHAIR :** Researches and price shops various products for Charger Logo ware. Responsible for Inventory & Staffing.
- *(6) Support Staff –* Set up sales table at registration, football games, basketball games, other school occasions. Help with inventory and recruitment of volunteers.