

Lady Jaguar Basketball Booster Club

Board Members:

President

Job description – preside over the monthly booster meetings, meet with coaches, confirm all committee chairs and board members are completing their assigned objectives, support all aspects of the Lady Jaguar Basketball Booster Club

Vice President (Concessions)

Job description-oversee team of 2-3 volunteers to manage concessions. Working closely with the Volunteers Coordinator and Concessions Inventory Coordinator as well as the Boys Basketball Booster Club. Ensure there is a proper inventory of concession items and proper accounting of the monies.

Approximately 11 home games plus additional tournaments would be commitment time frame.

Vice President (Fundraising)

Job description-oversee all fundraising events. Historically the annual free throw-a-thon held in the fall is the main fundraiser that is primarily managed by players/coaches. In place of a fundraiser individual could solicit local business donations or elect to participate in an online fundraising campaign. This VP would be an executive board member.

Secretary

Job description–maintain an accurate record of all booster club meeting proceedings. Send monthly and as needed communications to all board members, paid booster club members. Maintain the current membership list

Treasurer

Job description-receive and disburse funds of the booster club and keep all moneys of the club deposited in its name. At each regularly scheduled meeting, provide reports of the booster club's financial condition to the members.

Committee Coordinators:

PROGRAM Coordinator

Job description-oversee the creation and delivery of annual all team program and tournament program. Work with PPS Flower Mound to create and print. Most of the information comes from coaches and fundraising VP to include vendor support materials.

Tournament Director

Job description – oversee and organize all workings of the annual Lady Jaguar tournament in November. Work with Coaches, Concessions VP, Volunteer Coordinator, and Hospitality to run a successful tournament.

Meet the Jags Night

Job description- Organize and execute activities for “Meet the Jag Night”. Typically held with the Boys Basketball Team. Will work closely with the Boys Booster Club to plan and share expenses.

Activities Coordinator (Halftime/Anthem/Senior Teacher Appreciation)

Job description-coordinate and schedule regular season national anthem and halftime performances for district games. Coordinate senior teacher appreciation gifts and dates.

Hospitality & Events Coordinator

Job description-purchase and set up all food/paper products/decorations for each booster club event (including tournament, alumni night, senior night)

Concessions Team Inventory Manager

Job description-oversee purchasing of concession stand inventory (generally from SAMS). Work Closely with VP Concessions and Boys Basketball Booster Club.

Volunteer Coordinator (Sign Up Genius)

Job description-create SignUp Genius and enter all volunteer dates/times/volunteer information. Keep the board updated on volunteer openings not yet filled.

Player Game Day Meals

Job description-determine meal vendors/price for each game. Create and later collect meal forms from players. Coordinate delivery of meals.

Spirit Wear Coordinator

Job description- Coordination of purchase and sale of spirit wear, yard signs and window decals. Will be responsible for locker room decoration on game days.

Banquet Coordinator

Job description- Responsible for planning, organization and execution of the end of season banquet.