

DUTIES OF THE OFFICERS:

PRESIDENT: The President shall preside at all meetings of the Booster Club and Administrative Board. The President shall be a member ex-officio of all standing committees and shall perform all such other duties of leadership as typical to this office. The President shall speak on behalf of the Booster Club on issues that pertain to and relate directly to the purpose of the club as outlined in Article II of the Constitution and By-laws.

VICE PRESIDENT: The Vice President shall assist the President with all meetings of the Booster Club and the Administrative Board. The Vice President shall conduct meetings in the absence of the President and shall succeed the President for the unexpired term of that office should a vacancy occur. The Vice-President will serve as a liaison between the Boosters and the Athletic Department and coaches in order to obtain information related to CYO and High School sport schedules, team meetings, and practice times for communications.

SECOND VICE PRESIDENT: The Second Vice President may be elected to: (1) serve as a liaison between Boosters and OLL School Administrators, Principals, the Laker Credit Committee, and PTG. This Director will attend the monthly School Board meetings and PTG meetings and report on the Booster activities and upcoming events; and (2) review the Booster minutes and web site for accuracy and address the need for corrections or updates.

SECRETARY: The Secretary shall conduct all official correspondence by the Booster Club, shall keep a true record of all meetings of the Booster Club and Administrative Board meetings, and have custody of all books and papers, with the exception of those pertaining to the duties of the Treasurer.

TREASURER: The Treasurer shall have charge of all funds of the Booster Club and shall remit said funds to the Our Lady of the Lakes business manager. The Treasurer shall keep an accurate account of the remittances and render a detailed report at each monthly meeting. This office shall also prepare and provide the necessary seed money for the Gate and Concession Chairpersons. The Treasurer shall maintain master forms used for gate/concessions/ apparel monies.

DIRECTORS: The Directors shall serve as members of the Administrative Board taking on leadership responsibilities as directed by the President.

SPORTS REGISTRATION: To collect, record, and track all High School and CYO (Catholic Youth Organization) athlete registration for the current sports season. Collection will include registrations forms and payment of registration amount. All payments should be entered into a spreadsheet to accurately track payments and check numbers. Once registration has been entered, payment is to be turned over to Booster Treasurer for deposit.

FUND RAISING: To investigate and propose projects and programs and report to the membership for further action. Fund raising activity sponsored by the group shall not compete with any on-going fund raisers by students or other approved School or Parish groups.

CONCESSIONS: This director is responsible for coordinating the identification and training of the various sports chairpersons; for ensuring that each concession stand is properly stocked and maintained; and monitors changes in consumer needs to ensure the Booster Club is optimizing the concession offerings. The Director shall keep an accurate account of the remittances and shall remit said funds to the Our Lady of the Lakes business manager. This Director shall also prepare and provide the necessary seed money for the Concession Chairpersons and render a detailed report at each monthly meeting.

APPAREL: This director is responsible for coordinating apparel offerings with the Athletic Director, Schools President and other entities to assure consistency of our brand; identifies the activities and events best to sell apparel; identifies and trains those members who have volunteered to sell apparel; maintains the Booster Club apparel on-line catalog looking for new products to increase Booster Club revenue. The Director shall keep an accurate account of the remittances and shall remit said funds to the Our Lady of the Lakes business manager. This Director shall also prepare and provide the necessary seed money for the Apparel Chairpersons and render a detailed report at each monthly meeting.

COMMUNICATION: This Director is responsible for updating and publishing the Booster Club newsletter on a monthly basis or time frame suitable for the purposes of the current Board; maintains the Booster Club website by coordinating information with the current Officers and Directors; circulates information as it relates to the Booster Club purpose as outlined in Article II.

ADMISSIONS/GATE: This director is responsible for coordinating the identification and training of those members who have volunteered to work the admission gates. The Director shall keep an accurate account of the remittances and shall remit said funds to the Our Lady of the Lakes business manager. This Director shall also prepare and provide the necessary seed money for the Gate Chairpersons and render a detailed report at each monthly meeting.