

Job Descriptions for Booster Club Board

Presidents:

- There are two Co-Presidents.
- Secure positions for incoming board (starting in spring prior to year serving).
- Work with Principal, Jeff Anderson to set dates for the school calendar.
- Line up board members to help with registration in August.
- Oversee board meetings each month starting in August, (no meeting in Dec. or March).

Vice Presidents/Chaperones:

- This is a two- year position.
- First year, recruit enough chaperones (20 volunteers) for the open gym nights and dances. Parents sign up to volunteer at fall registration in August. Work with Renee Rockow and Leslie Boyland at AMS to coordinate volunteers.
- Second year, serve as Co-Presidents of Booster Club.

Treasurer:

- Present monthly Treasurer's Report which includes cash status, income statement and compare entries to previous records
- Check AMS Booster Club Mailbox periodically for bills and pay all bills for AMS Booster Club.
- Coordinate or make deposits on behalf of Booster Club. This is approximately \$30,000 - \$35,000 in total deposits annually.
- Approximately 3 hours monthly.

Secretary:

- Takes minutes of the monthly Booster Club meetings and distribute them to Booster Club members.
- Send to Jeff Anderson for Booster Club webpage.

7th & 8th Grade Girls Sports Representative:

- Work with Rick Ballentine (AMS Athletic Director) to determine sports schedule.
- Recruit volunteers to work the girl's home volleyball, basketball, and track events.

7th & 8th Grade Boys Sports Representative:

- Work with Rick Ballentine (AMS Athletic Director) to determine sports schedule
- Recruit volunteers to work the boy's home football, basketball, wrestling, and track events.

Spirit Wear Committee:

- Raises money for the AMS Booster Club through clothing sales.
- The committee selects a clothing vender and then chooses clothing designs and colors for each AMS sport, for the Music Department, and for general AMS spirit wear.
- The members prepare order forms, solicit and process the orders, deliver clothing to the students, and deposit proceeds into the AMS Booster Club account.

Ames Middle School High School Concession Trailer:

- Responsible for having the trailer open at each home Ames High School football games.
- Responsible for stocking the trailer (from the AHS concession) and making popcorn, warming nacho cheese, putting pop on ice-prior to the beginning of each game.
- Refreshments are sold during the football games. Each game requires 2-3 people to run the trailer.

Teacher/Staff Appreciation Breakfast:

- The appreciation breakfast is held at the end of May each year, typically on Wednesday mornings before school starts.
- Responsible for creating and distributing invitations, figure out decorations, and choose menu.
- Contact volunteers to provide all the food. Volunteers sign up at Registration in fall.
- Solicit donations such as coffee and bagels from businesses in Ames.
- Set up cafeteria the day before the event.
- Arrive at school the morning of event to set out food and clean up afterwards.

Chili Chowdown:

- There is a notebook dedicated to the activities for this event and includes step-by-step directions.
- Held in February in the evening.
- Serve on one of the following subcommittees: food, silent auction, publicity, games, and volunteers.
- This event generates a lot of the funds raised which are donating to the AMS.

AMS Concessions:

- Take inventory of food and purchase food from Sam's Club and Coke to stock the AMS concession stand
- Schedule volunteers to work at all home 8th grade sports events.
- Track volunteer schedules, money and food inventory.

Membership:

- Responsible for updating the membership database with all member family general information.
- Forward all volunteer information from the membership database to the appropriate committees.
- Report to the Booster Club Board the status of the membership enrollments in the initial months of the school year.
- Update the membership application in March and give to the AMS staff for distribution with AMS spring enrollment information

5/21/07