



Tompkins High School Athletic Booster Club

Executive Officer Roles and Responsibilities

The Booster Club meets monthly, with additional Board meetings as needed. All officers are expected to attend General Membership and Board meetings as outlined in the bylaws.

PRESIDENT

Overview:

Serves as the chief leader of the Booster Club and is responsible for overall direction, coordination, and execution.

Key Responsibilities (per bylaws):

- Preside over all meetings
- Act as primary liaison with Athletic Director and school leadership
- Coordinate work of officers and committees
- Set and track annual goals and budget performance
- Serve as primary spokesperson for the Club
- Appoint committee chairs with board approval
- Serve as ex officio member of all committees

Expectations:

- Strong leadership and accountability
- Consistent communication
- Attendance at all meetings

VP - ATHLETICS

Overview:

Primary connection between Parent Representatives, coaches, and the Booster Club.

Key Responsibilities (per bylaws):

- Serve as liaison between Parent Reps and Club
- Ensure each sport has a Parent Representative
- Coordinate General Membership meetings
- Support hospitality for athletic programs

Expectations:

- Strong coordination with coaches and parents
- Meeting execution support
- Consistent attendance

VP - MEMBERSHIP

Overview:

Leads membership growth, tracking, and engagement.

Key Responsibilities (per bylaws):

- Recruit and renew members
- Maintain accurate membership records

- Track contact info and athlete participation
- Facilitate scholarship process coordination

Expectations:

- Organized record keeping
- Growth-focused mindset
- Consistent engagement tracking

VP - COMMUNICATIONS

Overview:

Manages all communication channels and messaging.

Key Responsibilities:

- Oversee email, website, and social media
- Promote meetings, events, and initiatives
- Maintain consistent brand messaging
- Support communication of Club activities and updates

Expectations:

- Clear and timely communication
- Strong coordination with all roles
- Consistent messaging cadence

SECRETARY

Overview:

Maintains official records and ensures organizational continuity.

Key Responsibilities (per bylaws):

- Record and present meeting minutes
- Maintain bylaws and official documents
- Track attendance and quorum
- Manage correspondence
- Maintain records for continuity

Expectations:

- High attention to detail
- Organized documentation
- Reliable follow-through

VP - EVENTS

Overview:

Leads planning and execution of all Club events.

Key Responsibilities:

- Organize and execute events and fundraisers
- Coordinate volunteers and logistics
- Manage vendors and scheduling
- Ensure alignment with school and Club objectives

Expectations:

- Strong execution and planning
- Ability to manage multiple moving parts
- Event performance focus

VP - FUNDRAISING

Overview:

Leads all fundraising and revenue generation efforts.

Key Responsibilities:

- Develop fundraising strategy
- Identify sponsorship and donation opportunities
- Support events tied to revenue generation
- Align with school approval requirements

Expectations:

- Results-driven mindset
- Strong networking and outreach
- Focus on efficient revenue generation

TREASURER

Responsible for all financial management and compliance.

Key Responsibilities:

- Maintain custody of funds
- Track income and expenses
- Provide financial reports
- Manage tax filings and compliance
- Support audits and financial controls

VP - FINANCE / PLANNING

Supports financial strategy, budgeting, and forward planning.

Key Responsibilities:

- Assist in budget development
- Support long-term financial planning
- Work with Treasurer on forecasting
- Help align spending with strategic goals

Organizational Structure

President

