**Purpose:** Maximize participation and enhance leadership opportunities to distribute responsibilities to increase efficiencies and communications amongst stakeholders

**President:** Oversees SPHS Baseball Booster Club Activities in coordination with Executive Board, Booster Club Members, and Stony Point High School Baseball Coaching Staff/Administrators

 Key Activities Responsible For:

* Preside over Booster Club Meetings
* Authorized signatory on the Booster Club Checking Account
* Collaborate with Board Members to achieve goals and required duties
* Coordinate with Coach Staff and Administration to promote the Baseball Program

**Vice President 1 (Operations):** Aide to the President; responsible for operational activities, preside in the absence of the President, and authorized as a signatory for the SPHS Baseball Booster Club checking account.

 **Key Activities Responsible For:**

* Concession Stand
* Field Maintenance/Projects
* Pre-Season Banquet
* Post-Season Banquet
* Scholarships
* Diamond Dolls
* Tiger Clubs

**Vice President 2 (Fundraising):** Aide to President; responsible for fundraising activities.

 **Key Activities Responsible For:**

* Merchandise
* Casino Night
* Sponsorships
* Holiday Wreaths
* Silent Auction
* Hit-A-Thon

**Vice President 3 (Communications):** Aide to the President; responsible for communications activities.

 **Key Activities Responsible For:**

* Social Media (FB, Instagram, Twitter, etc)
* Parent Information Night
* Varsity Press Box (Facebook Live)
* Blue Press Box
* Gold Press Box
* Media Guide
* Webmaster
* Homecoming Parade

**Secretary:** Aide to the President; record and maintain booster club meeting minutes and be the custodian of official Booster Club Records, By-Laws, and list of current membership list

**Treasurer:** Aide to the President; authorized custodian of the funds of the Booster club and receives and disbursing all monies in accordance with the annual approved budget

 **Key Activities Responsible For:**

* Keep accurate and detailed account of all monies received and disbursed
* Submit annual budget in collaboration with other executive board members
* Present Budget and Financial report at each meeting
* Propose budget amendments as needed
* Reconcile monthly bank statements
* Signatory on the Booster Club Checking Account
* Maintain a list of paid Booster Memberships
* File IRS and Sales Tax reports as required