



Board Member Duties

The West Fargo Packer Backer Board consists of volunteer members (with couples counting as one voting member) serving for a 3-year term; in addition, board members may be voted into an officer position and are also asked to serve on a subcommittee. They may select from one of the following options: Membership, Advertising & Sponsorship, Concessions, Information & Communications and Technology & Maintenance. Board members attend an evening meeting held the 2nd Monday of every month throughout the school year.

Officer Duties

President

- Typically, a 3rd year member
- Uphold the bylaws of the Booster Club
- Preside over the executive board and the monthly meetings
- Prepares agendas in coordination with the Secretary; handles all correspondence and sends notices of meetings
- Serve as the primary contact for the principal and internal/external contacts
- Represent the Booster Club at meetings/events outside of the organization
- Serve as an ex officio member of all committees
- Coordinate the work of all the officers and committees so that the purpose of the organization is served.

Vice President

- Typically, a 2nd year member to transition to President role in 3rd year
- Assist the president and carry out the president's duties in his or her absence or inability to serve.
- Organize the leaders of various committees, and helps to make the behind-the-scenes needs happen

Secretary

- Serve any year; typically holds position for 2-3 years
- Keeps all records for the Booster club
- Takes minutes at meetings
- Keeps a copy of the minutes, bylaws, rules, membership list, and any other supplies and provides at meetings, as necessary.

Treasurer

- Serve any year; typically holds position for 2-3 years
- Receive all funds of the organization
- Keep an accurate record of receipts and expenditures; maintains postal box.
- Maintain documents such as W-9, gambling permit, etc.
- Pay out funds in accordance with the approval of the board
- Present a financial statement at every meeting and other times as requested by the board
- Make a full financial report at the end of the year

Subcommittee Duties

Subcommittee members meet on an as needed basis in order to fulfill the needs of the board.

Membership

- Host regular events and membership drives to attract potential volunteers and permanent members
- Select and purchase branded items as appropriate for membership levels
- Maintain database of members for current and future reference

Advertising & Sponsorship

- Contact and arrange sponsorship & advertisement with current and potential businesses and civic-minded individuals
- Secure payment from sponsors & advertisers
- Maintain database of sponsors & advertisers for current and future reference

Concessions

- In partnership with the Concessions Manager, enhance the concession program through best pricing, food and beverage options, etc.
- Maintain financial report of concessions and group payouts
- Coordinate purchase of replacement or new equipment and supplies based on demand

Information & Communications

- Act as marketing liaison for the Booster Club
- Maintain Packer Backer Website and social media presence via Facebook, Twitter,
- Work hand in hand with other subcommittees to communicate and plan events, fundraisers and other needs of the Booster Club

Technology & Maintenance

- Maintain digital advertisements and their rotation in interior displays
- Coordinate printing of advertiser & sponsorship signage and install on interior/exterior locations (i.e. scoreboards, marquee)
- Rotate signage and upkeep the exterior marquee display (painting, landscaping, etc.)