

Pom Booster Club

Job Descriptions

President

Reports to: Pom Director(s)

Will work to:

- Conduct and oversee Pom Booster Executive Board meetings
- Set agenda for Booster Club meetings
- Facilitate Pom Booster Club meetings
- Coordinate and manage Senior Clinic to be held each summer (Senior Presidents only)
- Oversee Senior Clinic under the management of an appointed Senior mom (Junior Presidents only)
- Serve as the voice for the Pom Booster Club, answering questions, relaying information, etc.
- Oversee Corporate Sponsor program for Pom. Communicate with membership, collect money and sponsorships, write thank-you notes, distribute Corporate Sponsor Fashion Show tickets, coordinate printing and distribution of Corporate Sponsor t-shirt, advise squad treasurers of credits and billing for buy-outs, assure that transfers out have been made for credits and transfers in for buy-outs

1st VP, Fundraising

Reports to: President

Will work to:

- Determine and oversee fundraising programs for general pom participation (i.e. spring flower sales, poinsettia sales, mixed bag etc.)
- Oversee all squad fundraising programs, must gain approval from President before implementing squad fundraisers
- Obtain approval from district administration for all pomfundraisers, including squad fundraisers
- Attend monthly Booster Club Executive meeting and Pom Booster Club meetings.
- Shall assume all duties of the President in his or her absence.

2nd VP, Publicity

Reports to: President

Will work to:

- Assist each squad with gaining publicity for the squad
- Develop press releases for media related to general pom program (i.e. coverage for nationals)
- Develop articles for Our Schools newsletter
- Work with Jenks Yearbook staff on photos in yearbook
- Work with Jenks Athletics to ensure Pom photos are displayed on website, and in Football and Basketball programs
- Set date, coordinate times, expectations with photography vendor and obtain bidding as requested by executive team
- Communicate date, time, location of all squad photos
- Facilitate Varsity Squad Composite for HS Building 6
- Facilitate Varsity Squad Senior Poster
- Facilitate the placement and coordination of "Take State" signs at various campuses
- Work with website coordinator to keep jenkspom.com website up-to-date
- Manage Jenks Pom Social Media
- Attend monthly Booster Club Executive meeting and Pom Booster Club meetings

Pom Booster Club

General Fund Treasurer

Reports to: President

Will work to:

- Account for all income and expenses related to General Fund and Varsity Fund, including loans, uniform deposits and uniform rentals
- Utilize Excel software for accounting procedures of funds
- Obtain necessary authorizations for expenditures
- Report fund balance at each Booster Club meeting
- Provide detailed Pom General Fund income and expense ledger at each Booster Club Meeting and electronically to the full Booster Club membership
- Reconcile fund account with monthly report from Activity Fund Office
- Attend monthly Booster Club Executive meeting and Pom Booster Club meetings.
- Obtain details and information regarding billing, as well as answering questions.
- Oversee all funds.

Secretary

Reports to: President

Will work to:

- Take minutes of each Pom Booster Club meeting and distribute to membership by email within 10 days of meeting
- Collect minutes of each squad and distribute to membership of Pom Booster Club within 10 days of meeting
- Coordinate communications from directors to all members of the Booster Club
- Develop the Pom Booster Club Directory and distribute at August Booster Club meeting
- Attend monthly Booster Club Executive meeting and Pom Booster Club meetings.

Squad Treasurers

Reports to: General Fund Treasurer

Will work to:

- Account for all income and expenses related to respective squad, including transfer to General Ledger of uniform deposits of girls new to pom and uniform rental fees
- Utilize Excel software for accounting procedures of funds
- Obtain necessary authorizations for expenditures
- Compile monthly billing invoice for each member of respective squad
- Keep Pom Directors informed of any delinquent squad accounts
- Report fund balance at each Booster Club meeting
- Reconcile fund account with monthly report from Activity Fund Office
- Attend monthly Booster Club Executive meeting and Pom Booster Club meetings.

Pom Booster Club

Squad Reps

Reports to: President

Will work to:

- Facilitate squad meetings held in conjunction with Pom Booster Club meeting
- Serve as a liaison for their squad to Pom Booster Club Executive Committee
- Facilitate communication between coach, sponsor , and squad
- Attend monthly Booster Club Executive meeting and Pom Booster Club meetings.
- Prepare squad minutes from each Booster Club meeting and forward to Secretary within 7 days
- Develop squad share site on Shutterfly website, including invitation to all squad members, coordinators, coach and sponsor
- Arrange for bulk purchase of State Competition video for squad
- Make Disney dining reservations for squad during Nationals (3-4 months prior)
- Place box lunch orders for competition days at Nationals 5-7 days prior to arrival at Nationals

***We want to reiterate that your role is to facilitate information and communication for your squad. You will call for squad votes when need and all members of the squad have an equal vote. Any decisions need to be a squad decision. If you have difficulty with a committee member or chair not performing their duties, please inform Pom Booster Club Executive Board and they will help procure a solution.