

## **Boosters Board Job Descriptions and Responsibilities**

Main responsibility is to support FHS Theatre Director and ensure success of educational goals and performances. To that end, here are the identified tasks Boosters does. (In no particular order)

### **BASIC INFO**

Website: [www.fxplayers.org](http://www.fxplayers.org)

### **President**

- Set Agendas and conduct Board as well as General meetings
- Coordinate with Director with regard to any and all booster/department business (i.e. calendar, events, shows, etc.)
- Be primary line of communication between Director and booster members or theatre parents. Send email reminders about meetings, socials, volunteer needs, etc.
- Overseeing all Boosters business by delegation of tasks/jobs and to make sure said tasks/jobs are completed in a timely manner as needed/desired by the director

### **Vice President - Fundraising**

Fundraising is our primary source of income. This includes Drama Camp, Concessions Sales (including flowers and candy grams), and Raffle. Each of these activities will ideally have their own Coordinator/Committees who may need to attend Board Meetings during which their area of responsibility is being discussed.

Concessions - sales will occur during each night of both shows. VP should work with the Concessions Coordinator/Committee to implement the logistics of collecting and selling concessions.

Raffle - raffle off themed baskets during run of performances; at festival booths; back to school nights, etc. See separate section on Raffle for more details.

Mr. D's Dance classes - where he will teach a dance class and proceeds, except for honorarium, go to Boosters. We will handle registration via website or Ticketleap.

### **Drama Camp Coordinator**

- Responsible for implementing the logistics of camp registration and coordinate with Director and Student Camp Leads to develop schedule of activities, lesson plans, and Counselor training.
- Ensure flyer is approved by feeder schools for distribution, copies are made, and work with publicity to ensure flyer distribution to feeder elementary and middle schools.

### **Treasurer**

Accounts - Maintain and reconcile Boosters' bank accounts and funds. Deposit funds within 5 days of receipt. Both the current Treasurer and President will have access to all accounts.

Payments - Responsible for paying invoices upon receipt. Includes keeping current with online payments for Boosters Credit Card.

Reimbursements - When a booster member incurs a reimbursable expense, they must submit a detailed receipt to the Treasurer. Completion of the reimbursement form available on the website and Google Docs drive is helpful but not required. An email with an image of the detailed receipt and explanation of the expense will suffice.

Insurance - Purchase insurance for the Drama Camps. Certificate of insurance must be submitted to

FHS prior to camp. Insurance company contact info is on file.

Contracting Officer - Responsible for signing official agreements and contracts on behalf of FHS Theatre Boosters.

Tax Information

- Responsible for filing appropriate tax forms including IRS form 990-N postcard return. Our fiscal year runs Aug.1 - July 31, and form must be filed within 5 months of end of fiscal year.
- Maintain original letters from IRS for EIN and 501(c)(3) status, and for state tax-exempt status.
- Fulfill requests for W-9 as needed.

Budget - Propose annual budget at first General Membership Meeting of the year. Maintain budget to actual financial data with enough line item detail to clearly identify individual income and expense sources.

- Report financial status at all Board and General meetings.

Concessions Cash Boxes - Provide funding for cash boxes for all Booster events. Treasurer (or designated representative) is responsible for collecting and counting proceeds and depositing funds to checking account.

**Secretary**

Memberships - Take charge of the new incoming booster memberships. Create and maintain up-to-date roster of new/returning booster members and see to it that items included with membership get to member.

- Send confirmation email to new members about how Punch Cards/Comp tix work
- Maintain Punch Card box/cards [may change with new Ticketing system].
- Responsible for Sponsorship correspondence and punch cards.

Email - Work with President to maintain Google Email acct., including checking email and forwarding to appropriate Board members as needed.

Membership Contact Info - Coordinate Directory of Theatre Parents. Send emails a few days before meetings and important events to encourage attendance.

Meetings -

- Make list of all meeting attendees and their contact info, and announce whether quorum is present as needed for voting.
- Take detailed notes during each Board and General meeting; transcribe and distribute minutes within 5 days, as per the by-laws. If Secretary cannot be present at a meeting, assign substitute to take notes.

**Publicity**

- Handle local signage to publicize events to local community. This has included, but is not limited to, yard signs and 5 A-frame boards.
- Must file permit application with City of Fairfax for specific days that A-frames are to be put out. Work with Director/Program Assistant for yard sign ordering etc....
- Ensure A-frames are painted by student Publicity team, and are ready for display by dates needed.
- Posters are designed by Director with help from graphic designer. Posters are distributed on "Postering Day", which should take place about 1 month prior to show opening.
- Set up Sign Up Genius for Postering Day students and parent drivers. Compile list of businesses to be approached (see current list).
- Write and distribute Press Releases to local newspapers, online venues, social media, etc....

- Make copies and distribute flyers for Drama Camp to area elementary and middle schools. See Drama Camp folder for list of schools. Work with VP and Drama Camp Coordinator/Committee to ensure contact is made with schools at least 6 weeks before camp to confirm numbers of copies needed. Please see president for some specific guidelines on schools.
- Coordinate and help student Marketing and Publicity team to implement their ideas, and help come up with new ideas if they are stumped.

### **Volunteer Coordinator**

- Setup and monitor SignUpGenius for all volunteer needs for shows, meals, donations, etc.
- Come up with a Volunteer check-in system for events, so participation can be tracked. Ideally each cast/crew lead will have at least one parent volunteering during shows.
- Help create committees as needed for specific jobs or events (i.e. Drama Camp, Raffle etc.)

### **Social Coordinator**

- Organize one Happy Hour-type event per semester at local restaurant where Boosters pays for some portion of food or beverages. Coordinate date, time, and arrangements with vendor.
- Organize meal for Faculty Preview nights (last dress rehearsal for show)
- Organize snacks, drinks, and balloons for each Show Parent meeting (fall and spring).
- Organize Alumni Night for spring show. Coordinate with Director to pick date, then arrange refreshments and decorations. Usually held in Black Box.
- Plan end of year Banquet and Awards event

### **Cappies & Lobby Design Coordinator**

- Conceptualize theme and decorations for lobby, with approval and coordination from Director. Create committee needed to set up and take down lobby decor before and after every show.
- Cappies night coordinator: Come up with theme for decor, securing location and decorating it. Create committee to help with logistics and implementation of the Cappies event as a whole. Arrange for food to be served and cleaned up. Provide all necessary supplies for each Cappies judge and mentors. Also, send out SignUp as needed for help.