



The Touchdown Club Board consists of 7 Officers

President Description:

Direct and oversee organizational activities. Maintain direct communication with Athletic Director. Facilitate booster meetings.

Vice President Description:

Chair committees on special subjects. Vice-President facilitates meetings in the absence of the President.

Secretary Description:

Keeps records of Club actions, including minutes at all Club meetings, distributing copies of minutes and agenda. Manages communications, monitors AHS gmail account and distributes incoming emails as necessary. Oversee electric media: website, Facebook, Twitter, Shutterfly (volunteers may manage).

Treasurer Description:

Treasurer oversees the clubs finances, assist in the preparation of the budget, help develop fundraising plans and make financial information available to members. Reports financial status at each Club meeting.

3 At Large Positions:

Description: Hosts a variety of duties including, but not limited to:

- 1) Recruit or serve as “Event Chairpersons” for events and committees such as: Basketball tournaments, Pizza Sales, Pre-game meals, Fan Day, etc.
- 2) Ensure all events have the needed volunteers scheduled. Help recruit volunteers as necessary.
- 3) Oversee/serve as contact to ensure concession stands are maintained, stocked, and supplied for all Booster events.
- 4) Other duties as needed.