



## The Touchdown Club Board consists of 8 Officers

### **President Description:**

Will schedule and communicate monthly meetings, manage the monthly agenda, direct and oversee organizational activities and maintain direct communication with head varsity coach and Athletic Director.

### **Vice President Description:**

Will perform duties as assigned by the President and preside over meetings in the President's absence, and may chair committees on special subjects.

### **Secretary Description:**

Will be responsible for keeping records of Club actions, including taking monthly meeting minutes and publish within 24 hours and ensure all permanent records are recorded and maintained in Booster Club google drive.

### **Treasurer Description:**

Chairperson of the Finance Committee. Will oversee the Club's finances, provide monthly financial updates, prepare the annual budget proposal, complete the annual tax filing, complete the annual SOS and attorney general renewal, and any other annual renewals.

### **4 At Large Positions:**

Four (4) At-Large positions will oversee a variety of duties deemed necessary by the board including, but not limited to: concessions, communications, sponsorship, pre-game meals, events, etc. The Director of Armstrong Youth Football will fill one At-Large position. At-Large duties may include:

- Ensure all events have the needed volunteers scheduled. Help recruit volunteers as necessary.
- Oversee/serve as contact to ensure concession stands are maintained, stocked, and supplied for all Booster events.
- Facilitate and oversee Youth Football program.
- Other duties as needed.