

President

Role and Responsibilities:

The President serves as the leader and key contact for the Boosters; presides at all Boosters Board meetings; ex- officio member of most committees; is a member of steering committee for the district coordination group; appoints chairpersons for special committees subject to Board approval; coordinates all fundraising activities with the Vice President, IHSD and committees; coordinates the work of the officers and committees so that the Boosters' objectives can be met.

Vice-President

Role and Responsibilities:

The Vice-President acts as an aide to the President; performs the duties of the President in the absence or inability of that officer to serve. The Vice President assumes other responsibilities as assigned by the Board, including membership drive and sponsorship acquisition; serves as a voting member of the Nominating Committee and is willing to serve as President the following academic school year.

Sponsorship

Role and Responsibilities:

The Sponsorship Chair is responsible for contacting current and past sponsors for renewal of their agreements with the Indian Hill Boosters for the upcoming school year. Contact shall be through a professional mailer or hand-delivered. Email and phone calls are acceptable for follow-up. Total number of sponsors allowed is directed by the IHSD. Currently (2022) 10 are allowed.

Should a current sponsor decide not to return, the Sponsorship Chair will work with the Athletic Director to identify other potential sponsors and facilitate meetings, etc. for the presentation of the Tomahawk Partner Program.

Indian Hill Booster Tomahawk Partner program offers sponsorship and marketing opportunities for local business organizations to support the IH district. The sponsorship program supports all middle school and high school athletic programs and the extracurricular academic and arts programs throughout the Indian Hill Exempted School District at all grade levels.

Annual sponsors receive inclusion through digital marketing on scoreboards, websites, Hometown Ticketing and all Boosters/Bravesline district communication. Sponsorship includes some recognition with Pow Wow, but an additional level of sponsorship is available through the Arts Committee.

The Sponsorship Chair will confirm participation, obtain signed agreements and creative files, coordinate check delivery to the Treasurer and send thank you letters to all sponsors. Delivers a thank you letter or plaque/framed certificate for the year of donation.

Treasurer

Role and Responsibilities:

The Treasurer is responsible for the books and records, all financial matters, banking activity and has custody of Boosters funds, including monies obtained through dues, sponsorship and Bravesline sales. The Treasurer shall lead and be responsible for annual budgeting in coordination with Board Committee Leads. The Treasurer shall compile the annual budget for the next fiscal year prior to the beginning of said fiscal year for presentation to the Board for adoption.

Making timely vendor payments and appropriate third-party reimbursements as properly authorized. Preparing financial reports for monthly meetings and a summary report at the end of the Boosters fiscal year. Working with Booster's tax preparation firm to prepare appropriate state and federal tax forms annually, including annual information returns (currently IRS Form 990 or 990EZ). Filing and remitting payment of monthly sales tax remittances to the State of Ohio. Maintaining Booster's good standing as a tax-exempt organization. Assuring that Boosters policies and best practices are followed. Willing to have a background check. Following all state and federal laws regarding members' rights to view all publicly available tax forms. Working with Parent Club Treasurer to ensure individual committee/sports club budgets are maintained, tracking financial activity of parent check deposits and issuing reimbursement payments to team parents as submitted/approved by the team.

Treasurer shall file all approved monthly financials to IH Boosters Google Drive for official record.

Booster Spirit Committee

Role and Responsibilities:

The Booster Spirit Committee has two Board Chairs and appointed committee members not appointed to Boosters Board. Number of committee members is determined by Spirit Committee Chairs and President.

The Spirit Committee will coordinate community activities that occur at the Booster Pavilion in support of spring and fall sports seasons and Homecoming. The events will be determined each year by the Spirit Committee, in coordination with coaches, AD, and the Boosters Association Board. These typically include Homecoming, Booster Bashes, and end of the school year Booster Celebrations. Additionally, The Spirit committee will coordinate Booster Bash celebrations for other sports and seasons as agreed by the Booster Board. The Spirit Committee also helps to ensure each sports team has \$150 available for youth nights and manages the budget for spirit give-aways at Booster events.

The Bravesline Committee

Role and Responsibilities:

The Bravesline Committee has two Board Chairs and consists of 4-5 consistent community volunteers. These positions include Bravesline Manager/Director of Retail, Director of Merchandising, and Bravesline committee assistants. These positions do not have a term date and will continue if the volunteer desires and performs their shared duties accordingly. The Bravesline Committee holds two seats on the IH Booster Board.

Bravesline Manager/Director of Retail –

The Director of Retail is responsible for all aspects of the Spirit Shop business including assortment planning and budgeting, merchandise procurement and purchasing, product development, branding, daily operations, training, and management of the part-time assistant and student/parent volunteers. The Director of Retail reports to the Booster President. The position is 20-40 hours per week (year-round) including occasional weekends.

- Plan, execute, and achieve income and expense budget
- Plan assortment and purchase/procure merchandise
- Manage/maintain <https://ihbravesline.com> (Online Store)
- Promote and protect the Indian Hill brand
- Provide world-class customer service to all customers and volunteers
- Manage and train assistants and volunteer staff on product knowledge, customer service, and POS system
- Merchandising: including product check-in, processing, stocking, and display
- Retail system set-up and ongoing maintenance (Shopify)
- Shop opening/closing procedures
- Act as a liaison between Indian Hill, vendors, and customers
- Support Indian Hill faculty, staff, administration and coaches on sport/club specific clothing designs and ordering capabilities
- Collaborate with Indian Hill teachers and administration on student involvement. This includes working with the POS systems, marketing, merchandising and floor design.
- Special Projects: Indian Hill Golf Outing, Boosters Bash, Homecoming, and Arts and Athletic Events throughout the school year.
- Maintain selling floor and stock room
- Other duties as assigned

Merchandising Director – Assists the Manager with all merchandising responsibilities as outlined below. Helps with retail responsibilities as needed.

Retail Committee – Assists the Manager with all retail responsibilities as outlined below.

Bravesline Volunteers – The Bravesline welcomes community members to volunteer in the store and at pop-up events. The Merchandising Director will manage the volunteer schedule and the Retail Assistants will help the Lead train new volunteers and fill in gaps in the schedule if they arise.

Membership Committee

Role and Responsibilities:

Members of the Membership Committee have a goal of keeping our community of supporters robust by actively soliciting for new members and renewing current and past members. The committee members have the following responsibilities:

Establish membership levels with input from the Booster Board. Develop content to communicate and promote memberships via Communications Chair. Manage and coordinate Membership signs and marketing material. Membership information is given to IH Athletic gate agents at IHSD. Compile list of members, tracking over time, and ensure acknowledgement of membership via Communications Chair

Manage HomeTown Ticketing website or other membership electronic ticketing vendor at the time, ensuring members receive incentives from their membership package if applicable. Properly transfer all monies outside of web purchases directly to Treasurer

Arts Committee

Role and Responsibilities:

Arts Committee co-chairs serve as members of the IH Boosters Board. They facilitate the work of the Arts Director (paid position- school Administration) in supporting visual arts, theatre and music programs for K-12 students in the Indian Hill School District. The Art Director's primary role is to interface with Arts teachers across all four schools and support program, performance and competition.

The Arts Director is responsible for sharing any relevant news, upcoming performance details and accolades across the Arts programs. The Arts Director will be the Finance liaison between the Boosters Treasurer and District Treasurer. The Arts Director will oversee front of house details for performances, including both on-line and in-house ticket sales.

Committee Members

The Committee Members will represent Parents and Students as members of the Boosters board by advocating for the school arts community.

The Committee Members will assist Membership with Arts-centric Booster passes and promotions.

The Committee Members manage the sponsorships and production of the printed program for Pow Wow.

TBD: The Committee Members will work with the Arts Director to establish a Hall of Fame program and annual honorees.

Secretary

Role and Responsibilities:

The IH Booster Board Secretary manages communication for all official board business including monthly board meetings. The Secretary is responsible for documenting meeting minutes and sharing monthly for approval by the Board.

The Secretary manages meeting set-up, room reservations at the IHHS Multi-purpose room, invitation and communication of all necessary documents for monthly meetings. Meeting minutes shall be delivered to the President and Vice President prior to an official Board Meeting for review and approval. Meeting agenda shall be emailed to all Board Members by at least the Friday prior to a Board meeting. Meeting agenda shall be approved by President and/or Vice President.

Secretary shall file all approved monthly meeting minutes and agendas to IH Boosters Google Drive for official record.

Parent Club Treasurer/Athletics

Role and Responsibilities:

The Parent Club Treasurer is a IH Boosters Board position. This member is responsible for oversight and management of the team accounts for the IH JV and Varsity sports teams and a key contact of support to the Athletic Director.

Sports teams (Parent Club Representative & coaches) coordinate the collection of seasonal fees to cover a variety of team expenses from team meals, to youth night, to senior night, to pre-season tournaments, etc. Parent funds are deposited into a team account that is accessed throughout the sports season as expenses are incurred.

The Parent Club Treasurer manages all accounts, collects monies from Parent Club Representatives, disperses approved funds as appropriate and provides budget updates at each Boosters Board meeting. The Parent Club Treasurer communicates frequently with the Booster Board Treasurer regarding deposits, reimbursements and account balances. At the beginning of each season, communications to the coaches and team parents are sent out to outline the process for depositing and receiving reimbursement.

Parent Club Treasurer shall file all monthly statements to IH Boosters Google Drive for official record.

Communication Chair

Role and Responsibilities:

The Communications Chair manages the Booster Membership communication including, but not limited to email communication through Constant Contact, website updates and social media.

Communication supports events and activities of the Boosters organization, Bravesline and the Indian Hill School district: Annual Membership campaign, Bravesline Merchandise sales and events, Booster Bash/Community Events, Arts Committee Events, SAAP/Tomahawk Award, Recognition of sports achievements, extracurricular activities and fine and performing arts.

Indian Hill Hall of Fame Committee Chairperson

Role and Responsibilities:

The purpose of the Indian Hill School District Athletic Hall of Fame is to record, preserve and promote the accomplishments and achievements of Indian Hill athletes, coaches, administrators, and Boosters. We look to recognize those individuals/teams that have brought prominence to Indian Hill Schools in hopes to inspire and empower new generations to achieve at their highest level and to recognize superior achievers for their accomplishments.

The IHHOF is fully supported and funded by the Indian Hill Boosters Association. The appointed booster Representative shall be the Chairman of the IHHOF Committee. The IHHOF Committee is composed of 7-12 dedicated district and district-related individuals committed to the integrity and longevity of the IHHOF.

Fundraising Events Chair

Roles and Responsibilities:

The Fundraising Events Chair is responsible for the planning and delivery of an annual fundraising event to support and benefit the Boosters' mission of supporting Arts, Athletics, & Extra-curriculars. The goal is to facilitate a fun community event that is also a source of revenue to support activities funded by Boosters.

This Board member is responsible for overall event leadership, establishing a committee to bring the event to life, coordination of volunteers, and regular communication with the Boosters Board (including at monthly board meetings).