

# INDIAN HILL BOOSTER BOARD MEMBER NOMINATION FORM



Date: \_\_\_\_\_

*One nominee per nomination form.*

Submit forms via email to **ihbravesboosters@gmail.com** by March 15, 2024

## Nominee info:

Name: \_\_\_\_\_

Nominated by (self-nominations accepted) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

What grades are your children in at the IHSD: \_\_\_\_\_

Previous Volunteer Experience:

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Please check all positions that you would be interested in filling for the 2023-24 school year:

- Vice President
- Secretary
- Communications Chair
- Spirit (Co-Chair)
- Membership
- Fundraising Events

Why does this role (or these roles) interest you?

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## Role Descriptions:

**Vice President** - Acts as an aide to the president. Performs the duties of President in absence or inability of that officer to serve. Assumes other responsibilities as assigned by the Board, including membership drive and sponsorship acquisition. Leads and serves as a voting member of the Nominating Committee and is willing to serve as President the following academic year.

**Communications Chair** - Manages communications for Boosters including but not limited to email communications through Constant Contact, website updates, and social media. Communication supports sharing the mission, events, and activities of the Boosters.

**Spirit (Co-Chair)** - One of two board chairs who co-lead a team of committee members to manage all community-focused activities funded by the IH Boosters. This currently includes Fall Booster Bash, Fall Homecoming, and Future Braves/ IH Youth nights.

**Secretary** - Manages communication for all official board business including monthly board meetings. Responsible for documenting meeting minutes and sharing monthly for approval by the board. Manages meeting logistics (room set-up, reservations, meeting invitations) and communication of necessary documents for board meetings. Coordinates meeting agenda with President/ VP.

**Membership** - The Membership committee actively solicits new members while working to renew current and previous members. Annually establish membership levels with input from Boosters board. Manage and coordinate membership signage and marketing materials. Manage electronic ticketing with the website vendor (currently Hometown Ticketing).

**Fundraising Event Chair**- Plan and execute an annual fundraising event to support and benefit the Boosters' mission of Arts, Athletics, & Extra-Curriculars. This member should have a passion for event planning. Responsibilities include overall event leadership, establishing a committee to bring the event to life, coordination of volunteers, and regular communications with the Boosters Board.