

**Executive Officers**  
Jennifer Lillis, *President*  
Chris Carlson, *Vice President*  
Marijane Cochnauer, *Secretary*  
Greg Kroshus, *Treasurer*



**Board Members**  
Sherry VanHorn  
Tarah Steinert  
Lauralee Blahnik  
Mari Jacobs  
Jennifer Kroshus – Program Director

[fctboosterclub@gmail.com](mailto:fctboosterclub@gmail.com)

## Farmington Competition Cheer Teams Booster Club

### 2019-2020 FCCT Booster Club Executive and Board Positions:

The FCCT Booster Club Board elections for the upcoming season will be held at the April booster meeting. All positions are open for election for the 2019-2020 season, with the exception of Vice President. If interested in running for a board position, please submit your name in writing, along with position of interest, to: **President Jennifer Lillis** ([fctboosterclub@gmail.com](mailto:fctboosterclub@gmail.com)). Position descriptions and term lengths are described below. ***Board interest submissions must be received by Friday, March 15.***

The Booster Club meets monthly throughout the entire year, not only during the competition season. Board members must commit to the entire length of term.

Note: If elected to the Board, you must become a member of the Booster Club for the upcoming season and remain a member for the length of your term. Booster Club Memberships are annual, with the new cheer year beginning May 1, 2019 (e.g. if you were a Booster Club member during the 2018-2019 season, you will need to renew prior to or at the meeting to be eligible to vote). ***Anyone is welcome to attend the annual meeting. However, only current Booster Club members may vote.***

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*All positions shall uphold the by-laws of the FCCT Booster Club (FCCTBC) and....*

#### **President: Incumbent – Jennifer Lillis**

***Is a two-year commitment office.*** Note: if re-elected, President Lillis will serve the two-year term, with the 2<sup>nd</sup> year being served as an outgoing, co-President. An incoming, co-President will be elected for the 2<sup>nd</sup> year in next year's Board elections and will serve a two-year term. The President shall:

1. Preside at all meetings.
2. Supervise and manage the business, using the powers and duties usually vested in the office of the President of a Corporation.
3. Work with the Treasurer to develop and present a yearly budget to the Board for approval.
4. Direct goals and budget performance.
5. Appoint chairpersons and members of committees, as necessary, with the concurrence of the Board; Dissolve committees as required.
6. Serve as ex-officio member of all committees.
7. Serve as the liaison (or be responsible for delegating liaison duties) between the booster club, coaches, Community Education and other organizations.
8. Serve as primary spokesperson for the Club.
9. Maintain detailed position descriptions, written information and materials essential for use in transition of this position to the succeeding board member.
10. Has signature authority on all checks and disbursements, in all accounts.

Busiest Times of Year: Consistent throughout season.

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**Secretary: Vacant as of April 20, 2019**

**Is a one-year commitment office.** The Secretary shall:

1. Keep a record of all the proceedings at all meetings of the Club.
2. Distribute/communicate a summary of decisions made at meetings to the general membership (most commonly by distributing meeting minutes or posting them to the club website).
3. Has signature authority on checks and accounts.

Busiest Times of Year: Fairly consistent throughout season.

**Treasurer: Incumbent – Greg Kroshus**

**Is a one-year commitment office.** The Treasurer shall:

1. Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices
2. Receive and deposit moneys of the Club in the Club's checking and/or savings accounts
3. Make disbursements from the Club funds and shall pay expenses approved by the Executive Board and shall secure proper vouchers thereof.
4. Report the amount of money available in the general fund and encumbered funds at each monthly Executive Board and at the Annual General Membership Meeting. The monthly and annual financial reports shall include an accurate representation of Club funds.
5. Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts.
6. Monitor that all checks or disbursements of club funds include 2 signatures. In addition to Treasurer, the President and Secretary are authorized co-signers.
7. File tax returns and other legal documents as necessary. Services of an outside firm that specializes and is qualified in preparing tax returns and/or legal documents may be utilized with the approval of the Executive Board. A copy of the annual tax returns will be provided to ISD192.

Busiest Times of Year: Typically busy throughout season; Spring (tax preparation), Summer (high fundraising season, balancing funds), Fall/Winter (Nationals collections and payments to vendors)

**Members At Large Representing the following FCCT teams: (2 Positions)**

- **JV/Varsity: Incumbent – Sherry VanHorn**
- **Middle School/Elementary Orange: Incumbent – Tarah Steinert**

**Is a one-year commitment office.** The Members At Large shall be responsible for assisting the Executive Board in the performance of said duties and serve as liaisons for various club activities.

- Provide input at monthly meetings
- Represent the general membership on issues of interest or concern and communicate those needs to the Board of Directors.

Busiest Times of Year: Fairly consistent throughout season.

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## Farmington Competition Cheer Teams Booster Club

### **Sponsorship / Membership Coordinator: *Vacant position***

***Is a one-year commitment office.*** Design and lead the production of a yearly business sponsorship program, as well as coordination and handling of booster club general membership.

- Handle all sponsorships and the collection of sponsorships. Contacting and soliciting local businesses for sponsorship funds (or other forms of support). May include establishing a committee to solicit businesses.
- Tracking and maintaining list of sponsorships obtained, contacted, as well as a general business contact list.
- Coordinating with coaches and program director a “meet the sponsors” day/program for our athletes to visit and thank sponsors.
- Promoting the booster club to families to solicit annual memberships, and maintaining list of current, active members.

Busiest Times of Year: New position. Anticipate busiest times to be at start of JV/Varsity season to build sponsorship and membership base and again in fall with start of elementary teams.

### **Fundraising Coordinator: *Incumbent – Lauralee Blahnik***

***Is a one-year commitment office.*** Fundraising coordinator will identify opportunities, coordinate and communicate all fundraising activities for the year.

- Fundraising opportunities must include both sales activities and booster club fundraising events.
- Reconcile funds raised and deliver reports/funds to Treasurer
- Working with the Board and/or establishing a committee to assist with identifying and scheduling various booster club fundraising events (i.e. restaurant nights, bingo, booster bashes, etc.)

Busiest Times of Year: April-December are typically heaviest for fundraising and reconciliation activities, with coordination of activities/events taking place earlier in year.

### **Website/Marketing Coordinator: *Incumbent – Mari Jacobs***

***Is a one-year commitment office.*** With direction from President, Website/Marketing Coordinator will manage the booster club’s website and social media pages.

- Post and maintain content on booster club website
- Post relevant updates, events and communications on booster club Facebook page
  - Increase visibility of page to reach broader audience

Busiest Times of Year: Anticipate to be fairly consistent throughout season.

### **Election:**

Executive Board officers and Members At Large shall be elected by a majority of the voting membership present at the April Annual General Membership Meeting. Each office shall be voted on separately. ***Vote shall be carried out by ballots of the voting membership present, with one (1) vote per household.***

The current President and Program Director will audit the results, recorded and reported, by two club members and announce the winners before the end of the meeting.

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