

Executive Officers

Mari Jacobs, *President*
Chris Carlson, *Vice President*
Kaydee Hoppe, *Secretary*
Greg Kroshus, *Treasurer*
fctboosterclub@gmail.com



Board Members

Jennifer McDonald
Matt Cossitt
Krystal Ludgate
Jennifer Kroshus – Program Director

Farmington Competition Cheer Teams Booster Club

2022-2023 FCCT Booster Club Executive and Board Positions up for Election:

The FCCT Booster Club Board elections for the upcoming season will be held at the April booster meeting on the 19th at the cheer gym. All positions are open for election for the 2022-2023 season, with the exception of Vice President. If interested in running for a board position please complete the google doc here: <https://forms.gle/asGEkjkRQURW8JaA>

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, 2022 (e.g. if you were a Booster Club member during the 2021-2022 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. If positions do not get filled it could result in the booster club being dissolved. Please step up to support the athletes and our program.**

2022-2023 FCCT Booster Club Executive and Board Positions up for Election:

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

President:

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

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

Busiest Times of Year: Consistent throughout season.

Vice President-Not Open This Season

Is a two-year commitment office (term alternates with that of the President). The Vice President shall:

- Perform all the duties of the President in his/her absence, including:
- Helps guide and mediate Board actions with respect to organizational priorities and concerns.
- Monitors financial planning and financial reports.
- Plays an active role in fundraising activities.
- Responsible for reviewing and updating the bylaws, recommending revisions as deemed appropriate
- Performs other responsibilities assigned by the Board.

Busiest Times of Year: Fairly consistent throughout season.

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Secretary

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

- Keep a record of all the proceedings at all meetings of the Club.
- 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).
- Has signature authority on checks and accounts.

Busiest Times of Year: Fairly consistent throughout season.

Treasurer

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

- Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices
- Receive and deposit moneys of the Club in the Club's checking and/or savings accounts
- Make disbursements from the Club funds and shall pay expenses approved by the Executive Board and shall secure proper vouchers thereof.
- 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.
- 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.
- Monitor that all checks or disbursements of club funds include 2 signatures. In addition to Treasurer, the President and Secretary are authorized co-signers.
- 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 / Event Coordinators (4 Positions)

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.
- Event Planning: Working with Fundraising Coordinator, take primary accountability for planning booster club fundraising and other events, including but not limited to: Bingo/Meat Raffles, Uniform Night, Dew Days Booth, Parents Day/Evening Out, Santa Breakfast, etc.
- Includes coordinating with vendors/establishments, coordinating ticket sales, planning activities, etc.

Busiest Times of Year: Fairly consistent throughout season.

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Fundraising Coordinator

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

- Maintain list of contacts with fundraising partners
- Fundraising opportunities must include both sales activities and booster club fundraising events
- Reconcile funds raised and deliver reports/funds to Treasurer
- NOTE: This is one of the most important positions on the board – must be driven to source and schedule ample opportunities, and be very detail-oriented.

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

Sponsorship / Membership Coordinator

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. Update member/sponsor incentives as needed.

- 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 help 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: Start of Varsity/JV season (May) to build membership base and again in late summer to gain program sponsorships.

Website/Social Media Coordinator

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: Consistent throughout season.