Harrison Girl’s Tennis Booster Club

Executive Board Roles and Responsibilities

First of all, I thank you for your willingness to serve in the capacity for which you have been chosen. I know, with your assistance and continued support, that this will be a year to remember for Harrison Tennis. However, I do want you to remember that you are a representative of the students, faculty and administration of Harrison High School. You have been appointed to serve in the following capacity because you exhibit the qualities that we deem as necessary and appropriate for representing Harrison High School and the tennis program, as a whole. Executive Board Members include: Booster Club President, Treasurer and Logistics Coordinator.

 **Booster Club Co-Presidents/President**

 Roles/Responsibilities

* Help set budget
* Keep Head Coach informed of all tennis activities, expenditures, expectations as determined by Executive Board members
* Preside over all meetings, both executive board and inclusive meetings
* Call for special Executive Board Meetings if necessary
* Oversee all members of Executive Board
* Assist in operations/activities where needed
	+ Senior Night
	+ Banquet
	+ Transportation and Refreshments
* Organize and assist Treasurer with uniform distribution

 **Treasurer**

 Roles/Responsibilities

* Help set budget
* Approve all expenditures with the assistance of the Booster Club President
* Document all expenditures and deposits relating to Women’s Tennis

 Expenditures include:

 Uniforms

 Team Events (team bonding, team dinners)

 Senior Night

 Uniforms/Spirit Wear

 Banquet

* Turn in account balance at all Booster Club meetings. The account balance must be up to date and signed off by administrator in charge.
* Turn in an account of all expenditures made throughout the course of the year.

**Logistics Coordinator**

 Roles/Responsibilities

* Coordinate all travel arrangements for Varsity team members, managers
* Coordinate all food arrangements for both travel and home matches
* Provide a list to Head Coach of all scheduled carpool drivers and food providers
* Send out notifications (e-mail) of scheduled carpool and food arrangements.
* Collect and turn in receipts for food reimbursement

 **Head Coach**

Roles/Responsibilities

* Help set budget
* Abide by the rules set by the GHSA
* Tennis-all on-court activities are my responsibility
* Schedule all practices and matches
* Inform players and parents of all practice and schedule changes/arrangements
* Abide by and respect all arrangements made by members of the Executive Board
* Acting in a manner that is representative of Harrison High School and the surrounding community