

PN Soccer Booster Secretary Job Description

Submitted by Margie Stinson 4-10-2010

Email exec boosters to get pre-meeting date and time and place (Carrabbas or Panera usually 5 PM). This is usually planned for the week before the larger booster meeting. At this exec meeting we organize and divide up tasks to prepare for the meeting. This is for co-pres, treasurer, secretary and sometimes the team parent, especially at the beginning of the season getting organized. Coach is not a part of these meetings. Bring preliminary agenda from last meeting to be updated to the exec booster meeting, along with last meeting action items and minutes. Take notes at the meeting to update agenda. Takes about 1 hour.

Reserve library or wherever for the booster meetings by sending an email to Deb Munson at dmunson@portageps.org (she is the person who reserves PPS spaces – her office is in PCEC. She's very good and helpful.) Sometimes takes a few emails to get this reserved.

Email general boosters of meeting date/time/place about 1 week ahead of time.

Update agenda and print 10-20 copies to bring to the larger booster meeting.

Send around an attendance sheet to be signed by all in attendance at meeting. Any paper is fine – not a fancy thing, but will be kept in the binder.

Take notes (on laptop is easiest) and ask for clarification on items discussed and who will do what. Maybe have a copy of the by-laws with you at meetings.

Fix up notes and put action items at end of notes. Label the notes at the top with 'DRAFT Minutes'. The sooner you fix the notes the better because sometimes I forget what I meant in my notes! Send notes to booster execs and ask for any updates with a date that you will send out notes to larger group even if you haven't heard back from other execs. Ex. 'Here are the notes from the last booster meeting. Please send me any updates by tomorrow (Tues) at noon when I will be sending them out.'

Send action items in a note with draft minutes attached to larger group of boosters. I usually send one to men's team and one to women's team. I keep every note I send in an email folder and use those to reply to all to keep that same email list. Also, keep other pertinent emails in here for ease of look-up.

Keep the sign in and a copy of the treasurer report along with any other handouts for the meeting in a binder.

Document any important general decisions made with dates in our 'general decisions made' document. People often say things like, 'what did we decide last year about this', and having a list is much easier than riffling through old notes. Also keep a list of exec boosters in this doc for each year.

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Make a version of minutes with no dollar amounts mentioned in it for the website. Ex: instead of 'we made \$250 on the fundraiser'; say 'we made money on the fundraiser'. Send to web master who will post. We made a decision not to have our financial data out there. I sometimes have DRAFT minutes out there which are OK too.

Print copy of notes once they are approved at the next meeting, and agenda for the binder.

At the beginning of the season, get the email list of parents and players to use to send the minutes to. You can just save that note and use it to 'reply to all'. You can copy this to a word doc for easier maintenance and changes and cut and paste it into your 'to' email list. You may find some old email names on there. You will occasionally get email from people who want to be off of the list. You can update it next time you send out. Also, after graduation, you can take the Srs off of the list before the fall notes start going out.