



CABC BOARD POSITION DESCRIPTIONS

Sponsorship Board Position - OPEN

CABC does not ask for students to participate in fundraisers or door to door selling throughout the year. Getting sponsorships is our main money maker.

- Solicit new and renewal business sponsorships starting in the Spring
- Manage and distribute sponsorship flyers
- Ensures fulfillment is met of all advertisements and items owed to sponsors
- Coordinates special gifts to donors
- Work with VP to highlight sponsors logos on website and work with announcers to recognize sponsors
- Each Meeting provide update on goal amount with the tracking spreadsheet
- Present ideas for other ways to raise money (spirit nights, athletic fund etc.)
- Ensure all recognition banners are at the games and events
- Work with social media to highlight sponsorship
- Reach out to grocery stores etc. to see if there is anything, they can provide us to help with concessions if they cannot commit to a dollar amount.
- Will be required to work concessions throughout the year. Signups will occur before each season

CABC Merchandise - OPEN

2 Positions – Designer & Distributor

- Works with President and Coaches for designs for each sport
- Game day merchandise will include Football, Volleyball, Girls Basketball, Boys Basketball, Basketball Shooter Shirts, Track and Soccer (Cheer handles their own)
- Coordinate order with Vendor and organize distribution
- Coordinate other sales throughout the year (Go Gold & Pink Out fundraisers)
- Design and order Sponsor Banner
- Creates merchandise order forms (if needed) and upload sale items on CABC Website
- Will be required to work concessions throughout the year. Signups will occur before each season.

CABC End of Season Celebrations

Girls Representative & Boys Representative

- Coordinate parties for Football, Cross Country, Volleyball, Basketball, Track and Soccer (Cheer handles their own)
- Order desserts and pizza for 8th afterschool party and donuts for 7th during 1st period. Purchase and ice down drinks prior to 8th party.
- Coordinate parent volunteers to set up/take down decorations
- Audio set up for slide show if coaches' request or work with Media person to send out a link for an iMovie.
- Will be required to work concessions throughout the year. Signups will occur before each season.



CABC BOARD POSITION DESCRIPTIONS

Social Media & Graphics - OPEN

- Create fun catchy ads for advertising CABC Spirit Nights, upcoming games, highlights from games, requesting donations and important news from coaches. Posts must be approved by President.
- Create, print and distribute Rosters for Football, Basketball, Volleyball and Soccer
- Create flyers as needed. Coordinate with President.
- Schedule photographers for each sport – compile on Shutterfly and post some to FB and website
- Will be required to work concessions throughout the year. Signups will occur before each season.

Hospitality/ Game Day Meals

- Order, setup and cleanup hospitality food and drinks for coaches at CMS hosted events. This will include Volleyball Tournaments, Basketball Tournaments and Track Meet.
- Coordinate with CABC if more help is needed to setup.
- Coordinate with Treasurer or President for payment of food.
- Solicit donations if needed.
- Will be required to work concessions throughout the year. Signups will occur before each season.
- Works/Assist with coordination of local vendor to provide food and drinks to athletes for Football, Volleyball, Basketball and Soccer.
- Setup order page on the CABC website and submit order to vendors
- Provide coaches with list of meals contact information for questions
- Save master report on the Google Drive for access by CABC
- Solicit donations if needed.
- Ask vendors to be a CABC sponsor
- Will be required to work concessions throughout the year. Signups will occur before each season.

Concessions Team (4) Positions - OPEN

Concessions Coordinator & Buyer

7th Grade Boys 7th Grade Girls

8th Grade Boys

8th Grade Girls

- This will include home Volleyball Games, CMS Hosted Volleyball Tournaments, Basketball Games, Basketball Tournaments and CMS hosted Track meets.
- Ensure concessions are stocked appropriately for games and CMS hosted tournaments
- Ensure volunteers are trained on how to handle money – price of items, closing, how to receive credit card payments.
- Set up Sign Up Genius for concession volunteer slots
- Will be required to work concessions throughout the year. Signups will occur before each season.



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Cheer Liaison - **OPEN**

1 Position - 7th and 8th Grade

- Attend CABC meeting to represent cheer
- Assist with Game Day Meals for Cheerleaders
- Communicate upcoming events and cheer activity
- Discuss fundraiser, purchase request and cheer deposits
- Discuss potential spirit ideas for rivalry games
- Work with VP to set up the cheer page and add news, upcoming events etc.
- Will be required to work concessions throughout the year. Signups will occur before each season.

Treasurer

- Keeps accurate records of all income and expenditures to and from the General Fund and any Special Funds.
- Collects all CABC income and deposits it in the appropriate account(s).
- Pays all expenditures approved by the Executive Board.
- Prepares and presents a current financial report of the CABC at each regular business meeting.
- Prepares an annual financial report after the year end, including an itemized list of all income and expenditures for the previous year. This report shall be disseminated to the Board of Directors immediately and presented at the following September business meeting.
- Files forms with organizations of the federal, state and local governments, as required by law, including the yearly tax return and any internal HISD audit reports required.
- Performs other finance-related actions, as assigned by the President.
- Takes the necessary steps to maintain the CABC 501(c)(3) status.
- Maintains banking relationships and account(s) in good status.
- Prepares a proposed budget for the upcoming school year. (This is usually done by the Treasurer, President and Athletic Directors).
- Will be required to work concessions throughout the year. Signups will occur before each season.



CABC BOARD POSITION DESCRIPTIONS

Secretary

- Keeps an accurate record of the proceedings of all the meetings of the executive board
- Prepare and emails preliminary copies of meeting minutes to the President and to other officers, committee chairpersons and individuals as appropriate
- Present the minutes of the previous meeting at the current meeting for approval
- Acts as a custodian of records of the CABC, including minutes of previous meetings and ensures that a hard copy of minutes is placed in the CABC notebook in the CMS front office, thus accessible to all CMS athletic parents
- Provides minutes to VP to upload to the website
- Performs other administrative actions, as assigned by the President
- Ensures the bylaws are followed
- Recommends changes to the bylaws, if necessary
- Keeps history of all club functions
- Ensures the CABC meetings run efficiently, effectively and in accordance with Robert's rules of order
- Works with Concession Stand coordinators to purchase concession stand items as needed
- Makes updates to bank account as needed
- Assist with Spring Packet coordination
- Will be required to work concessions throughout the year. Signups will occur before each season.

Vice President - OPEN

- Maintains the CABC website and works with President, Coaches and Committee members on organizing and updating the website as needed
- Coordinates with Photographers and CABC team to get updated pictures on the website
- Place pictures of all items purchased by the booster club on website
- Work with coaches to scores for all games and upload on the website
- Ideas/Opportunities to promote CABC to get sponsorship and recognize sponsors
- Performs the duties of the President in his/her absence
- Assist the President in his/her duties
- Heads up Nominating committee for the following year
- Add minutes to website after approved
- Add approved budget once approved
- Set up Spirit Nights with local restaurants
- Will be required to work concessions throughout the year. Signups will occur before each season.

President - OPEN

Be an ex-officio member 3 or more committees or have led in a similar capacity on a different board.



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In this case, must submit a letter of reference from the overseer of board or organization. Must be approved by Athletic Directors and voted in by board.

- Preside at meetings of the Executive Board.
- Provide general supervision, direction and control of the business of the CABC.
- Coordinate the work of the officers and committees.
- Represent, or appoint a representative for the CABC in meetings and discussions with school officials as necessary.
- Pay expenditures approved by the executive Board, in the absence of the Treasurer.
- Prepare an agenda for each meeting.
- The President shall have the final vote only in case of a tie.
- Subject to approval of the Executive Board, the President can establish, at his/her discretion any Committee that he/she deems necessary to conduct business for the CABC.
- The President shall have the sole authority to sign any and all contracts on behalf of the CABC.
- The President shall fill by appointment, subject to approval by the Executive Board, any vacancies that occur during his/her tenure in office.
- The President helps to ensure that the CABC is in compliance with rules and regulations regarding UIL, 501(c)(3), HISD, State Comptrollers and the IRS.
- Coordinates all aspects of Purchase Requests.
- Maintain contact with coaches regarding their prioritized wish list, researches products/services that coaches request, writes Purchase Request proposals for CABC Board to vote on and makes and delivers the purchases.