

Red Raider Booster Club

Roles and Responsibilities

President

The executive board of the club is composed of several key officers, each entrusted with distinct responsibilities to ensure smooth governance and sustained progress. At the core of this structure are the President and Vice President, whose complementary roles are vital to the organization's success.

- **Leadership and Oversight:** The President provides overall leadership and direction for the club, ensuring that all activities align with the club's mission and goals.
- **Meeting Facilitation:** They preside over, board meetings, set agendas, and ensure that meetings are productive and efficient.
- **Representation:** The President acts as the primary spokesperson for the club, representing the organization at events and in communications with external parties.
- **Voting member** (has the tie breaker vote)

Vice President

As an essential partner to the President, the Vice President plays a dynamic role in both leadership and operational functions within the club. Their ability to collaborate across different committees and address challenges as they arise ensures continuity and resilience in club governance. The Vice President not only provides critical backup to the President but also often takes a proactive approach to innovation and member engagement, helping to drive new initiatives and foster a spirit of teamwork.

- **Support and Succession:** The Vice President supports the President in their duties and steps in when the President is unavailable.
- **Project Management:** They may oversee specific projects or committees, ensuring that these initiatives are completed successfully.
- **Strategic Planning:** The Vice President assists in developing long-term strategies and plans for the club.

Red Raider Booster Club

Roles and Responsibilities

- **Voting Member**

Secretary

The Secretary serves as the organizational backbone of the club, ensuring that the flow of information is seamless and that institutional memory is preserved. By meticulously recording decisions and discussions, the Secretary provides transparency and accountability that support sound governance. Their diligence in managing records and official correspondence allows the club to operate smoothly, even as leadership or membership changes over time.

- **Record Keeping:** The Secretary is responsible for maintaining accurate records of all meetings, including minutes and attendance.
- **Communication:** They handle correspondence for the club, ensuring that all communications are clear and timely.
- **Documentation:** The Secretary ensures that all important documents are properly filed and accessible.
- **Voting Member**

Treasurer

The Treasurer acts as the financial steward of the club, safeguarding its resources and ensuring fiscal responsibility. With keen attention to detail, the Treasurer tracks all monetary transactions and helps establish a solid financial base for current operations and future growth. Their role is vital in maintaining trust and accountability within the club, as well as enabling informed decision-making by providing accurate financial updates to other officers and members.

- **Financial Management:** The Treasurer manages the club's finances, including budgeting, accounting, and financial reporting.
- **Fundraising Oversight:** They oversee fundraising activities, ensuring that funds raised and used in accordance with the club's goals.

Red Raider Booster Club

Roles and Responsibilities

- **Compliance:** The Treasurer ensures that the club complies with all financial regulations and reporting requirements.
- **Voting Member**

Activities Director *

The Activities Director brings the club's spirit to life by planning vibrant and engaging events that foster camaraderie and lasting memories. Through careful organization, an eye for detail, and a passion for inclusivity, this officer curates' experiences that appeal to a variety of interests and backgrounds. By coordinating, managing event calendars, and working closely with other officers, the Activities Director ensures the smooth execution of all club activities.

- **Event Planning:** The Activities Director is responsible for organizing and coordinating club events, including social gatherings, team-building activities, and special events.
- **Volunteer Coordination:** They recruit and manage volunteers for various activities and ensure that all events are staffed appropriately.
- **Event Promotion:** The Activities Director works with the Marketing Director to promote events and ensure high participation.
- **Voting Member**

Marketing Director *

The Marketing Director amplifies the club's presence both within the community and beyond. With creative vision and strategic acumen, this officer ensures the club's message resonates with its target audiences. By crafting compelling campaigns, overseeing visual identity, and cultivating partnerships, the Marketing Director helps drive engagement and enthusiasm for all club initiatives.

- **Brand Management:** The Marketing Director oversees the club's branding and ensures that all communications are consistent with the club's image and values.
- **Promotion and Advertising:** They develop and implement marketing strategies to promote the club and its activities, including social media campaigns, newsletters, and other promotional materials.

Red Raider Booster Club

Roles and Responsibilities

- **Community Outreach:** The Marketing Director builds relationships with local businesses, media, and community organizations to increase the club's visibility and support.
- **Voting Member**

Fundraising Director *

The Fundraising Director is the driving force behind the club's financial sustainability and growth. Through innovative and targeted approaches, this officer ensures the resources necessary for club activities are consistently available. Their efforts are crucial in building a solid foundation for the club's present and future ambitions.

- **Fundraising Strategy:** The Fundraising Director develops and implements strategies to raise funds for the club, including organizing fundraising events, campaigns, and sponsorships.
- **Donor Relations:** They build and maintain relationships with donors, sponsors, and partners, ensuring that they are recognized and appreciated for their contributions.
- **Grant Writing:** The Fundraising Director identifies and applies for grants that can support the club's activities and initiatives.
- **Voting Member**

* Activities Director, Marketing Director, and Fundraising Director, ***some responsibilities may cross rolls or need to be worked as a team***

Members-at-Large

- **Advisory Role:** Members-at-Large provide input and advice on various club activities and decisions.
- **Committee Participation:** They may serve on committees or lead specific initiatives within the club.
- **Community Engagement:** Members-at-large help to engage the broader community, promoting the club's activities and encouraging participation.

Red Raider Booster Club Roles and Responsibilities

In addition to these core responsibilities, Members-at-Large often act as liaisons between the club leadership and the general membership, ensuring that diverse perspectives are represented in decision-making processes. They may organize outreach events, collaborate with other organizations to foster partnerships, and gather feedback from members to help guide the club's direction. Their flexible role allows them to step into various capacities as the club's needs evolve, making them invaluable assets in maintaining a dynamic and inclusive club environment.