

AC Wings Girls Booster Volunteers Master List

POSITION	Type:	DESCRIPTION	Reports to:
President	Booster Position	Support coaching staff. Preside at monthly Booster Club meetings. Provide agenda. Complete yearly income taxes. Ensure Liability Insurance. Oversee maintenance & compliance of bylaws. Liaison with school officials and Athletic Director	
Vice President	Booster Position	Act as an aide to the President. Act as President in the absence of that officer.	
Treasurer	Booster Position	Maintain the booster club checking account. Balance bank statements monthly. Process account payable payments as received. Send billing invoices as needed. Deposit all income generated from various activities. Report monthly all income/expense activities to board members. Maintain/store financial records for a minimum of five years.	
Secretary	Booster Position	Record the minutes of all meetings and distribute minutes via email to members shortly after meeting. Conduct all correspondence for the Booster Club under the direction of the President. Keep attendance at all meetings. Keep a log of approved decisions with the agenda attached. Notify all members of meetings.	
Head Coach	Booster Position		School's ADs
Junior Varsity Head Coach	hired by Head Coach		Head Coach
Varsity Assistant Coach	hired by Head Coach		Head Coach
Varsity/JV Assistant Coach	hired by Head Coach		Head Coach
Goalie Coach	hired by Head Coach		Head Coach
Athletic Trainer	Hired by School's ADs		School's ADs
Webmaster / Social Media	Communications	Update & maintain team website	Secretary
Social Media Coordinator	Communications	Updates/posts on all social media accounts (Facebook, Instagram, Twitter)	Secretary
Sponsorship Coordinator	Coordinator	Obtain sponsors, organize. Invite to Sponsor Night. Follow up / Thank you. Maintain marketing folders. Ads on website, Game Program, etc	VP
Volunteer Coordinator Co-Volunteer Coordinator	Coordinator	Obtain volunteers for booster club. Ensure duties are covered.	VP
Events Coordinator	Coordinator	Coordinate all the season's events, get volunteers to actually run events, make sure those volunteers have what's needed for the event, ensure the event runs smoothly	VP
Game Day Operations Coordinator	Coordinator	Coordinate all necessary game day operations, get volunteers for each Game Day position. Fill in as needed.	??
Center Ice Club Coordinator	Coordinator	Organize potluck schedule for home games. Send out reminder each week to participating families.	
Fundraising Coordinator	Coordinator	Oversee Fundraisers during the year. Recruit other parents or parent groups to run each fundraiser.	
Fall Scrimmage Fest	Events	Organize team-hotel (if it's out of town), rides if needed, food, coaches on bench.	Head Coach
Golf Tournament-Sep 2022	Events	Coordinator - Reserve golf course, organize games, volunteers, etc. Advertising, Volunteer Coordination, Registration, Money donations collection, Marketing/Sponsors, Hole Signs, Golf Cart/Deliver supplies, Hole Game Results/Winners, Pictures, Decorating/Food	
STP (Summer Training Program)	Training		
Fall Clinic / Captains Practices	Training	Set up ice, coach, flyer, waiver, collect fees	
Game Program/Yearbook	Communications	Design 2021-2022 Game Program. Publisher or design experience a plus	
Parent/Player season kick off meeting	Communications		
Parent Get Together	Events	Host a Parent party early in the season for parents to get to know each other	
Out of Town Team Trip	Events	Work with Head Coach on organizing logistics for out of town team trip. Coach organizes what teams we play against and in what cities. Event Coordinators organize bussing/transportation, team hotel, meals, outings, etc.	Head Coach

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Youth Night	Events	Send invitations to Youth. Organize events.	Event Coordinator
Teacher Appreciation Night	Events	Solicit a 'favorite teacher' from each player and reasons why they are a favorite. Send invites to each teacher. Organize the night (on-ice ceremony, cookies/drinks reception, script for announcer)	Event Coordinator
Alumni Event - Game, Pizza party	Events	Reserve ice. Invite alumni. Organize event. Take pictures. Update Facebook	Event Coordinator
Skate with the Wings Night	Events	Coordinate event with the Boys HS team Boosters: Get Team Posters printed for signing by players, organize volunteers to help with locker room tours, etc.	Event Coordinator
Senior Night – (Parents of non-seniors)	Events	Send out invitations to Seniors. Reserve community room, Secure/hire photographer, Order flowers for parents and/or community room, Decorations, Order cake; prepare soft drinks, and snacks, Order banners for seniors, Prepare bios for announcer; organize on-ice recognition	Event Coordinator
Banquet Coordinators	Events	Secure venue, Select menu, Send out invitations/collect RSVPs, Senior Gifts, Table decorations, Awards, Final Banquet Book	Event Coordinator
Banquet Slideshow	Events	Produce slideshow for banquet	Event Coordinator
Holiday Tournament Director	Coordinator	Director Role: Secure teams for tournament, secure payment from teams, reserve rooms, schedule ice, signage/programs/printing, game day operations, coordinator volunteer needs with Volunteer coordinator for posting, lead tournament committee meetings, work with Channel 12	Event Coordinator
Holiday Tournament - Player Gifts	Events	Coordinate, prepare, and distribute player tournament gifts (2021 – tournament t-shirts for each player)	Holiday Tournament Director
Holiday Tournament - Operations	Events	Assist tournament director(s) with volunteers, administration, sign-in for officials, EMTs, coaches	Holiday Tournament Director
Holiday Tournament - Hospitality Room	Events	Hospitality room serves food and beverages to participating team coaches, game officials, EMTs, and volunteers. Seek food donations from area restaurants (e.g. Pub 42, Hy-Vee, Frankies), coordinate game day menus, coordinate water for player locker rooms, parent volunteers to help staff room during game times.	Holiday Tournament Director
Holiday Tournament - Marketplace Coordinator	Events	Secure vendors to sell items throughout the tournament; prepare vendors with tables, power	Holiday Tournament Director
Holiday Tournament - Printing/signage	Events	Experience with Microsoft Publisher or design a plus; work with Tournament Director to create program, wall signs	Holiday Tournament Director
Lil Wings Program	Game Day Operations	Work with ACYHA teams, Choose 2 youth players for every home game. Coordinate bench, etc	
Home Game Scoreboard	Game Day Operations		
Home Game Announcer	Game Day Operations		
Home Game Penalty Box	Game Day Operations		
Game Sheet Rosters	Game Day Operations	JV player to pick up Game day rosters from Armstrong Activities Office and deliver to NHIA home games	
MN Hockey Hub Updates	Game Day Operations	Maintain MN Hockey Hub (varsity), submit box scores after each home game	Head Coach
Game Stats - JV	Game Day Operations		Head Coach
Game Stats - Varsity	Game Day Operations		Head Coach
Away Game Meals Coordinator	Game Day Operations	Ensure players receive weekday away game meals	
Team Pictures	Communications	Contract with professional photographer to take team and individual pictures before seasons starts (but after tryouts and teams are assigned). Also arrange for a 2nd photographer to get candid shots at the photo shoot	
Game Videographer/Hudl	Team Operations		Head Coach
Team photographers	Communications	Take game photos & candids for website, facebook & end of year slide show. Upload to Google Drive for use by others during season.	Secretary

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POSITION	Type:	DESCRIPTION	Reports to:
Display Cases – AHS, CHS, NHIA	Communications	Update display cases with new season photos & team poster	Secretary
Team Breakfasts	Events	Host breakfasts for any weekend games on the schedule. One or more host/families per date Need 1 coordinator, 1 host (home or restaurant), 1-2 assistants	
Team Pasta Feeds	Events	Host pasta feeds the night before a game. Work with team sponsors to get food donations and possibly locations (can reserve mtg room at the rink). Need 1 coordinator, 1 host (home or restaurant), 1-2 assistants	
Friends Giving team meal	Events	Usually the Wednesday night before Thanksgiving (or some time Thanksgiving weekend).	