



Hebron Football Booster Club

Board Position Descriptions

Officers	
<i>President</i>	Presides at all meetings, coordinates the work of all officers and committees and oversees the general activities. Serves as a liaison between board & general membership to the Head Coach.
<i>1 Vice President – Sponsorship</i>	Aide to the President and presides in their absence. Responsible for overseeing Business Ads and securing Business Sponsorships.
<i>2 Vice President – Programs (1-2 people may partner)</i>	Aide to the President and presides in their absence. Responsible for overseeing Program development for game days. Includes coordination with printer/producer, photographer(s), parents, school organization, senior liaison, middle school contacts, and VP Sponsors to ensure all ads are created. Involves time commitment in late spring and summer. Commitment during season involves identifying photos for cover and to showcase highlight previous games
<i>3 Vice President – Communications</i>	Owns communication calendar and collaborates with the board to ensure all information and events are effectively communicated via booster newsletter, coach email, team chats, website, and/or social media. Oversees and communicates regularly to all Team Liaisons. Promotes and gives out information at Hawk Expo.
<i>Secretary</i>	Keeps the official record/minutes/contact info and creates agendas for all meetings. Handles all Executive Board correspondence.
<i>Treasurer</i>	Keeps books and records for all funds of the association, completes and files all necessary tax documents, makes deposits and disbursement in accordance with budget and per LISD Booster guidelines and HHSFBC By-laws.
<i>Treasurer-Elect</i>	Works in collaboration with the Treasurer to learn the position of the Treasurer to assume this position for the following year; acts as an aide to the treasurer in all duties.
<i>Parliamentarian</i>	Is appointed by the President. Advises any presiding officer on parliamentary law and matters of procedure. Verifies quorum at all meetings where voting is taking place.

Chairpersons	
<i>Special Events</i>	Coordinates and oversees committees for all Special Events established by the program, to include: Meet the Team, Homecoming, Team Banquets, National Signing Day and Spring Game.
<i>Future Hawks</i>	Serves as a link between District & all feeder schools to improve communication and grow program support.
<i>Web Master</i>	Maintain Hebron Football Booster website. Keeps all links current and up-to-date to provide information to our families and community
<i>Social Media</i>	Creates social media posts and graphics. Maintains Instagram, Twitter and Facebook updates.
<i>Senior Activities</i>	Leads the Senior Activities Committee. Facilitates the senior player/mom dance and senior parent shirts. Works with programs chair to coordinate on program needs such as senior baby pictures, senior mom photo, senior family photos, senior football player ads and senior player banners.
<i>Senior Posters</i>	Organizes the team of volunteers and facilitates the hanging of senior football posters before all home games.
<i>Volunteers</i>	Gather and maintain list of all volunteers.
<i>Membership</i>	Promotes HHSFB membership via drives and promotions at incoming Freshman meeting, JV/V meeting, Spring Game and Meet the Team. Also meets with vendor to design yard signs annually.
<i>Concessions</i>	Provides concessions and support for the program (including middle school and playoff games at our stadium). Promptly delivers all monies received to the Treasurer for deposit into the HHSFBC bank account.
<i>Sprit Wear/Game Day Shirts</i>	Serves as a liaison to our vendor in coordinating Spirit Wear for our program. Main contact for vendor. Meets with vendor to design annual game day shirts and facilitate sales and distribution. Seek input and support from President and Head Football Coach.
<i>Game Day Coordinator</i>	Responsible for welcoming and organizing dignitaries and other game day personnel. Prepares script and advertisements to be read by the announcers each week. Responsible for the overall coordination of the Booster Club activities that occur the day (night) of the football game. Works through school authorities to comply with Hebron and/or LISD as needed.
<i>Game Day Meals</i>	Works with webmaster and communications to organize and promote the sale of game day meals. Works with sponsorship chair and restaurants to determine game day meals and pricing. Responsible for ordering and facilitating weekly pick-up and delivery of meals.
<i>Team Liaisons</i>	Serve as main point of contact for team. Ensures all game day meals are picked up and distributed to players according to schedule set up

	by coach (Volunteers can be used). Encourages parents to sign up for at least 3 game day shifts and collect names to support your team activities (meals, special events). Forms committee to help with HOCO parade and locker room decorating.
<i>Woodshed Crew Lead</i>	Responsible for organizing the Woodshed Crew and transporting/setting up the Super H/tunnel inflatables at all pep rallies and Varsity games (Home and Away).
<i>Varsity Team Dinners</i>	Coordinates with coach, sponsorships chair, and restaurants to provide Varsity Team Dinners the Thursday night before every home game.
<i>Sponsorship – Contact Committee</i>	Work with 1VP Sponsorships to reach out to potential sponsors to promote our campaign and follow-up as needed to secure sponsorships.
<i>Sponsorship – Advertising Chair</i>	Facilitates the design and printing of all advertising for sponsors. Ensures all signs are hung or placed on field for home games. Responsible for printing and distribution of Team Posters.

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