



## Organization Chart Executive Committee – President

The presiding officer of all General Membership and Executive Committee meetings will be the President. He/she shall also be considered an ex-officio member of all committees and shall call all General Membership and Executive Committee meetings. In addition, he/she shall be made aware of all special committee meetings of the Club. The President may appoint a parliamentarian or any other officer he/she deems necessary to assure the orderly conduct and administration of all meetings. The role of the President comprises of planning the Board's activities for the year ahead and plans for the booster clubs future. The office of President, Vice President and Treasurer shall not be occupied by any two (2) persons related through birth or marriage. The President will be the chief executive officer responsible to the General Membership for the complete supervision and administration of this organization's activities and properties. He/she will be responsible for the signing of all official documents issued or required by the Club. In addition, he/she will represent the Club in all external Club affairs.

The President of the Club shall:

- A. Oversee board meetings
- B. Foster and protect a safe environment for open communication and inquiry; ensure due process
- C. Call special meetings, if necessary
- D. Oversee board functions
- E. Recruit members to fill positions
- F. Sign, together with the Secretary, contracts and all other legal documents
- G. Co-sign all checks with the Treasurer for amounts in excess of Five Hundred Dollars (\$500.00)
- H. Have a thorough knowledge of the organization and a personal commitment to its goals and objectives
- I. Attend all board meetings and football functions
- J. Strengthen organization unity, foster respect for the organizations history
- K. Act as spokesperson for the organization
- L. Be available at home games



## **Executive Committee – Vice President**

The Vice President shall act as an aide to the President and shall perform the duties of the President in the event of absence or inability of the officer to serve. He/she will also assist the President in the performance of his/her duties by supervising various committees, review treasurer's records on three (3) month basis. In addition, he/she will represent the Club in all external Club affairs in absence of the President. In the event of a vacancy in the office of the President between elections, the Vice President shall become President for the unexpired term. The office of President, Vice President and Treasurer shall not be occupied by any two (2) persons related through birth or marriage.

The Vice President of the Club shall:

- A. Carry out special assignments, as requested by the board president
  - Display game day action photos in the locker room
- B. Understand the responsibilities of the board president and be able to perform these duties in the president's absence
- C. Participate as a vital member of the board leadership team
- D. Oversee Board functions
- E. Work closely with the PR/Fundraising Director
- F. Recruit members to fill positions
- G. Have a thorough knowledge of the organization and a personal commitment to its goals and objectives
- H. Attend all board meetings and football functions
- I. Strengthen organization unity, foster respect for the organizations history
- J. Act as spokesperson for the organization
- K. Oversee Scholarship selection committee
- L. Coordination of all Legacy Scholarship applications, grading and awarding of scholarships
- M. Oversee Team Directors
- N. Be available at home games



## **Executive Committee – Secretary**

The minutes of the General Membership meeting shall be prepared by the Secretary. They shall be approved by the General Membership at the following session.

The Secretary of the Club shall:

- A. Maintain all official board records and ensure their accuracy and to provide for the maintenance of the archives of the Club for a period of seven (7) years
- B. Sign, together with the President, contracts and all other legal documents
- C. Give notice of all meetings as required by the By-Laws
- D. Co-sign all checks in the event of absence of the President for amounts in excess of Five Hundred Dollars (\$500.00)
- E. Work closely with the Registrar
- F. Maintain email contact list
- G. Provide monthly newsletters
- H. Maintain website or oversee maintenance
- I. Have a thorough knowledge of the organization and a personal commitment to its goals and objectives
- J. Attend all board meetings and football functions
- K. Strengthen organization unity, foster respect for the organizations history
- L. Act as spokesperson for the organization
- M. Be available at home games

### Requirements

Keeper of all original documents used by all committees



## Executive Committee – Treasurer

All financial records including tax filings, invoices, receipts and evidence of disbursements shall be preserved by the Treasurer for a period of seven (7) years. The office of President, Vice President and Treasurer shall not be occupied by any two (2) persons related through birth or marriage.

The Treasurer shall:

- A. Be entrusted with safekeeping all of the Club's funds, negotiable instruments and any other instruments of value
- B. Keep an accounting of all funds, disbursements and property
- C. Make available to the auditors or the Executive Committee upon request, all records in his/her custody
- D. Give a complete financial report at each General Membership and Executive Committee meeting and account for all assets under his/her control
- E. Sign all checks
- F. Complete all tax filings yearly and any other financial forms on behalf of the Club
- G. Be bonded in an amount to be determined by the Executive Committee
- H. Understand financial accounting for nonprofit organizations
- I. Ensure that appropriate financial reports are made available to the board on a timely basis
- J. Assist the president and vice president in preparing the annual budget and presenting the budget to the board for approval
- K. Game day monies distributed to concessions, spirit wear and 50/50.
- L. Collections of game day receipts
- M. Have a thorough knowledge of the organization and a personal commitment to its goals and objectives
- N. Work closely with the General Manager
- O. Attend all board meetings and football functions
- P. Strengthen organization unity, foster respect for the organizations history
- Q. Act as spokesperson for the organization
- R. Be available at home games

### Requirements

#### DECEMBER/JANUARY

#### BUDGET

Prepare annual budget to be approved at the January Meeting

#### APRIL/MAY

#### CONCESSIONS:

- Purchase of yearly concession license for both home and visitor side, done in April/May. Coordinate with General Manager
- License must be displayed at both home and visitors side
- Cost of license is distributed between all team that use the concession stands.



- Send invoice to the following teams to defray the cost for the Home concessions only
  - Boys Soccer (fall season)
  - Girls Soccer (spring season)
  - Lacrosse (spring season)
  - Boys/Girls Track/Field (fall season)
- A percentage (20%) of home side varsity concession is paid out to the classes. This amount is after cost of products is deducted
- Give check to the lunch program for rental of a warmer for Varsity home games

#### SEPTEMBER

##### STATE OF MICHIGAN ANNUAL REPORT

- Complete and submit yearly to the State of Michigan an Annual Report by October 1
- State ID **787592**
- Website: [http://www.michigan.gov/dleg/0,1607,7-154-35299\\_35413\\_40269---,00.html](http://www.michigan.gov/dleg/0,1607,7-154-35299_35413_40269---,00.html)
- Complete online at <https://www6.dleg.state.mi.us/corpsfilings/>



## Executive Committee – Registrar

Oversee the registration process for all players and maintain rosters for each team.

The Registrar of the Club shall:

- A. Oversee registration night, setup and clean up
- B. Oversee registration process for all players
- C. Obtain all necessary paperwork from players
- D. Create /maintain all original registration documents
- E. Create/maintain all registration files for booster club and coaches
- F. Distribute special forms during season for committees
- G. Work closely with Secretary and Treasurer to ensure all player fees and documents are up to date
- H. Recruit/Oversee committee chairpersons
  - Team Captains – Liaison between Executive Board and parents
    - Varsity          Jr Varsity          Freshman
  - Banquet – Plan and communicate banquet information
    - Varsity          Jr Varsity          Freshmen
- I. Have a thorough knowledge of the organization and a personal commitment to its goals and objectives
- J. Attend all board meetings and football functions
- K. Strengthen organization unity, foster respect for the organizations history
- L. Act as spokesperson for the organization
- M. Be available at home games



## Executive Committee – General Manager

Oversee the general game day activities and directors. In the event of a vacancy of the President and Vice President between elections, the General Manager shall assume the office of President.

The General Manager of the Club shall:

- A. Oversee all general committee activities
- B. Recruit committee chairpersons for general management of: 50/50; Concessions; Field Operations; Midnight Practice; Spirit Wear; Viking Football 101 and Viking Invasion
- C. Oversee volunteer duty signup sheets
- D. Work closely with the all Board Members and Team Captains to ensure all families participate in 3 volunteer duties
- E. Oversee any other general committee to be created as needed
- F. Work closely with the President, Vice President, Registrar and Team Captains
- G. Have a thorough knowledge of the organization and a personal commitment to its goals and objectives
- H. Attend all board meetings and football functions
- I. Strengthen organization unity, foster respect for the organizations history
- J. Act as spokesperson for the organization
- K. Be available at home games

### Requirements

#### CONCESSIONS

- Purchase of yearly concession license for both home and visitor side, done in April/May. Coordinate thru treasurer (see Treasurer section for more detail)
- License must be displayed at both home and visitors side
- Verify that a person from the football family has a safety serve certificate and a copy is displayed on the wall at both home and visitor side



## Executive Committee – Public Relations/Fundraising

Oversee general fundraising events and public relations

The PR/Fundraising Manager of the Club shall:

- A. Oversee all fund raising and public relations activities
- B. Recruit committee chairpersons for fundraising activities: Bowling Outing; Golf Outing; Script Cards; Viking Feast; Banners; Program Ads, Frenzy/Slam and Charity Poker, Kroger and Hill cards, Shuman Dodge/Ram Test Drives
- C. Oversee any other PR/Fundraising committee to be created as needed
- D. Create and submit press releases about Viking Football and players
- E. Work closely with the Vice President
- F. Have a thorough knowledge of the organization and a personal commitment to its goals and objectives
- G. Attend all board meetings and football functions
- H. Strengthen organization unity, foster respect for the organizations history
- I. Oversee/recruit volunteers for banners sales
- J. Oversee/recruit volunteers for program ad sales
- K. Maintain yearly banner ad sales list
- L. Maintain yearly program ad sales list
- M. Work with print shop to create yearly football program
- N. Maintain Banner form
- O. Maintain Program ad form
- P. Prepare script for each home Freshmen, JV and Varsity games for game announcer.
- Q. Send weekly emails updating families on upcoming events, forwarding messages from the coaches and board.
- R. Work with team photographer ensuring that necessary pictures are taken for game program.
- S. Obtain and hang/takedown senior banners
- T. Act as spokesperson for the organization
- U. Be available at home games





# Organization Chart

