

**Sartell Wrestling Booster Club**  
**Board Member Positions**  
**2013-2014 Season**

**PRESIDENT:** Runs meetings and oversees and assists as needed with events, fundraisers, etc., being done by the Wrestling Booster Club. Introduces procedural changes to the board and promotes communications between coaching staff, parents, board members and wrestlers.

*2 Year term, up for election fall 2014*

**VICE PRESIDENT:** Assists the President as needed as well as the other board members. The Vice President will be asked to coordinate fundraising, events, special purchases as needed.

*2 year term, up for election fall 2013*

**SECRETARY:** Prepares minutes at meetings and all documentation for mailing and Club record keeping. Works with the President to create and distribute minutes and meeting agendas for each meeting. This person is also responsible for preparing documents, maintaining storage inventory and holds storage unit key.

*2 year term, up for election fall 2014*

**TREASURER:** Responsible for monitoring/maintaining the budget, paying bills and maintaining the checking account. This person will work closely with the Fundraising Coordinator and the Events Coordinator to ensure expenditures are part of our budget and that we are achieving our anticipated revenue per our annual budget. This person will prepare a report for each club meeting and work ensure that BEFORE a motion to purchase is voted on that the club has sufficient funds and that it is in the budget. Also, completes and files ST3 documentation for tax exemption with vendors/retailers and files annual MN tax return.

*2 year term, up for election fall 2013*

**FUNDRAISING COORDINATOR:** Responsible for organizing and overseeing all fundraisers (except for Youth Open) and will actively seek fundraising opportunities for the club.

*2 year term up for election fall 2014*

**EVENTS COORDINATOR:** Responsible for organizing and overseeing the Youth Open Tournament as well as Youth Registration, USA Cards and the youth year end party. This position will work closely with the Communications Coordinator and will be asked to assist with Fundraising as needed.

*2 year term, up for election fall 2013*

**COMMUNICATIONS COORDINATOR:** Responsible for creating and maintaining the club website and will work closely with the Events Coordinator on all Youth activities. This person will be the contact for Youth parents and will help to feed information to the Youth parents as instructed by the Youth Head Coach. This person will also be responsible for the ordering/sales of Sartell Wrestling apparel. This individual will report to the Board, on the Youth Coaches behalf, any needs of the wrestlers at the Youth level.

*2 year term, up for election fall 2014*

**GENERAL BOARD MEMBERS:** There will be two general board members. These individuals will work closely with the Middle School and High School coaches to ensure that the wrestler's needs are met throughout the season. They will report to the Board, on the coaches behalf, when specific needs arise. They will be also participate in events and fundraisers and asked to enlist help in their specific areas for events and fundraisers.

*2 year term*

All Board members are expected to attend the monthly meetings, promote the sport of wrestling in Sartell and present a positive image of the Sartell Wrestling Booster Club and our efforts and encourage other families to become active in the Board. Anyone who is not a board member is encouraged to attend monthly meetings. Non Board members are not allowed to make a motion or vote on a motion on the floor but are encouraged to participate in discussions.