

# Charger Spirit Club Board and Committee Chair Job Descriptions

## ELECTED OFFICER POSITIONS

These positions are elected by the General membership at the April/May meeting. **If you are interested in being considered for one of these positions please contact Delaina Harrison at [harrisons@satx.rr.com](mailto:harrisons@satx.rr.com).**

### President

**Time Commitment: Consistent June-May**

Preside at monthly Board meetings and General meetings in September, February and May, and enforce the provisions of the Bylaws. Regularly meet with sponsors, members and board members to discuss upcoming Club events. Meet regularly with the Treasurer to discuss the Club's finances. Serve as an ex-officio member of all committees (except Nominating) and perform any other specific duties as outlined in the bylaws.

### Vice President of Pep

**Time commitment: Aug-Oct (Football season) and Feb (Comp. season)**

Communicate with sponsor regularly to determine needs of the team. Assist with volunteer recruitment for events. Communicate with Team parents by email as required. Communicate team events and awards to Historian. Serve on the Budget committees. Preside at meetings in the absence of the President. With other VP's manage the flower sales duties at "One Singular Sensation" and "Dance Celebration." Coordinate and recruit chairs/co-chairs to manage one of the organizations major fundraisers.

### Vice President of Cheer

**Time commitment: Aug-Oct (Football season) and Jan/Feb (Comp. season)**

Communicate with sponsor regularly to determine needs of the team. Assist with volunteer recruitment for events. Communicate with Team parents by email as required. Communicate team events and awards to Historian. Serve on the Budget and scholarship committees. Preside at meetings in the absence of the President. With other VP's manage the flower sales duties at "One Singular Sensation" and "Dance Celebration" Coordinate and recruit chairs/co-chairs to manage one of the organizations major fundraisers.

### Vice President of Dance

**Time commitment: Aug-Oct (Football season) and Feb (Comp. season)**

Communicate with sponsor regularly to determine needs of the team. Assist with volunteer recruitment for events. Communicate with Team parents by email as required. Communicate team events and awards to Historian. Serve on the Budget and scholarship committees. Preside at meetings in the absence of the President. With other VP's manage the flower sales duties at "One Singular Sensation" and "Dance Celebration" Coordinate and recruit chairs/co-chairs to manage one of the organizations major fundraisers.

### Vice President of Drill

**Time commitment: Aug-Oct (Football season) and Feb (Comp. season)**

Communicate with sponsor regularly to determine needs of the team. Assist with volunteer recruitment for events. Communicate with Team parents by email as required. Communicate team events and awards to Historian. Serve on the Budget and scholarship committees. Preside at meetings in the absence of the President. With other VP's manage the flower sales duties at "One Singular Sensation" and "Dance Celebration" Coordinate and recruit chairs/co-chairs to manage one of the organizations major fundraisers.

### **Secretary**

#### **Time Commitment: September-November and February and early May**

Keep a list of paid members. Record minutes and keep records of proceedings at all Board and General Meetings. Handle correspondence for the Club. Serve on the budget committee.

### **Treasurer**

#### **Time commitment- Consistent June-May**

Receive all dues and money for the Club. Keep record of all receipts and expenditures. Pay any bills required. Develop a projected budget to be presented at the first meeting of the year. Present a financial report at each Board and General meeting. Complete all tax and financial filings as required. Serve on the budget committee and ways and means committee.

### **Parliamentarian**

#### **Time Commitment- Spread evenly throughout the year. Attend all meetings**

Attend all Board and General Meetings to provide guidance with parliamentary procedure and delegate a member to lead the meeting in the President's absence. Read the bylaw regarding elections at the May general meeting prior to voting.

### **Chaplain/Historian**

#### **Time Commitment- Spread evenly throughout the year. Attend all meetings**

Open all meetings with an inspirational message. Compile a record of the activities and accomplishments of the teams. Provide articles to the PTA Newsletter, Welcome Home and other appropriate community publications and media.

## **COMMITTEE CHAIR POSITIONS**

Chair and committee positions are filled by volunteer request. **Please remember , working with a FRIEND always makes the job more fun! Grab a friend and chair or serve on one of these fabulous committees! If you are interested in volunteering for one of these committees please contact Delaina Harrison at [harrisons@satx.rr.com](mailto:harrisons@satx.rr.com).**

### **Fundraising**

#### **Time Commitment- Heaviest when fundraiser forms are due and product is delivered- approximately 4 times a year.**

Oversee the major fundraising activities of the Club. Utilize volunteers to tally fundraising orders and distribute products to the team members when delivered.

### **Membership and Communications**

#### **Time Commitment- Consistent through-out the year- Most of this position can be done from home**

Promote Club membership and collect membership forms and funds to be given to Treasurer for deposit. Keep a list of all members and provide the list to the Secretary for voting meetings. Send email communications to membership as asked by the President or Sponsors. Manage the Spirit Club Website and update regularly.

### **Meals**

**Time Commitment- Heaviest during football season. Need to be available between 3:00-5:00 on gamedays.** Organizes meal distribution for team members on game days. Selects vendors for meals. handles order forms and payments (collected in August), utilizes volunteers to distribute meals (set-up, clean-up)

### **Spirit Dinner and Silent Auction**

**Time Commitment- Heaviest from August to October**

Organize and manage a team of volunteers to present the Spirit Pep Rally Dinner and Silent Auction. Sub-committees include: Silent Auction, Ticket Sales, Dinner Organization, Decorations, Publicity.

### **Craft Show**

**Time Commitment- Late November-early December**

Utilize committee volunteers to promote and organize a craft show- Recruit Merchant/Vendors, plan for concessions, etc.

### **Social**

**Time Commitment- Holidays- Holiday Party and May- Banquets**

Coordinate social events for the teams including holiday parties and banquets.

### **Scholarship-**

**Time Commitment-Late February to April**

Oversee the Scholarship process. Ensure applications are presented to Seniors in February and are collected before the end of April to be judged by a panel as described in the CSC Bylaws.

### **Spirit Angels**

**Time Commitment- June (camp), August-October, (Football season) and February (competition)**

Coordinate small activities and tokens of appreciation for the spirit teams

### **Costumes/Uniforms**

**Time Commitment- Heaviest- June-August, February and May- Can be done at your convenience**

Helps inventory and manage the costume and uniform inventory at WC.

### **Spirit Sales**

**Time Commitment- Heaviest August- October**

Helps order, manage and sell spirit merchandise-t-shirts, headbands, various items- at school events and football games.

### **Dance/Cheer Clinic**

**Time Commitment- Heaviest September-October**

Work with a committee to promote and manage the Dance/Cheer Clinic- WC Dance and Cheer members teach routines to elementary-middle students and attendees perform the routines at a football game. The event is on a Saturday morning and the girls perform at the football game that evening.

### **Senior Events**

**Time Commitment- Heaviest August (retreat), October (Senior week), May (Dance Celebration)**

Three Chairs are needed- 1 Chair from each-Cheer, Dance and Drill. Will coordinate Senior retreat in August, Senior week- during football season, and Senior activities at Dance Celebration.

**Volunteer Coordinator**

**Time Commitment- Consistent through-out the year. Will utilize and email and sign-up genius to recruit volunteers. Most work done from home.**

Take volunteer requests from sponsors, President and committee chairs and send out sign-up genius requests to spirit parents. Email sign-up final list to chair before each event.