



**Kings Athletic Booster Club
Team Representatives**
Job Description & Responsibilities

As outlined in Section 8, Paragraph 8.1, of the KABC by-laws (updated 2017), the duties of team reps shall be as follows:

- Attending monthly meetings or arrange for replacement(s).
- Coordinating concession stand volunteers for their represented sport.
- Tracking designated funds for their represented sport.
- Finding replacements once their tenure has concluded.
- Signing check requests.
- Helping coordinate activities for Knight to Remember (KTR).