



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

As outlined in the KABC by-laws, updated 2014, 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).

Meetings are held on the second Wednesday of each month in Bradford Media Center at Kings High School.