



## BMHS Athletic Association

### Volunteer Job Descriptions

#### Executive Board Positions (current voting members. Free varsity passes)

**President:** Drives the mission of the BMHSAA by making presentations at sports information nights, awards nights, and other town events. Sets the agenda and presides over the monthly meetings of the association. Is the liaison between parent-members, the school administration (superintendent, principle, athletic director), and town representatives (selectmen, school committee). Maintains an open environment for members, administration, athletes, and sponsors. Takes on other responsibilities as needed.

**Vice President:** Aids with carrying out the mission of the BMHSAA through presence at school events and town activities. Manages the communication and PR efforts of the association. Ensures a positive image of the BMHSAA is displayed at events, in print and digital media. Stands in for President when he/she is unable to do so. Takes on other responsibilities as needed.

**Treasurer:** Manages all aspects of the finances for the BMHSAA. Creates monthly reports and presents to members at association meetings. Ensures accurate onsite accounting of revenue generated at events. Pays any bills for the association and ensures proper records of all financial transactions are kept. Communicates to members the procedures for the collection money at all association fundraisers. Takes on other responsibilities as needed.

**Secretary:** Maintains the list of association members. Sends annual letter to members in August to renew membership. Keeps the official record of the BMHSAA. Disseminates the agenda and minutes prior to monthly meetings. Sends e-mails to memberships alerting them of meetings, agendas, events and other activities. Ensures the BMHSAA Facebook page is updated and maintains the calendar of activities for the association. Takes on other responsibilities as needed.

**Sports Representative:** The varsity Sports Representative is the face of the BMHSAA for each team (27 teams, 9 per season). This role interacts with student-athletes, coaches, and other BMHSAA members to help carry out the mission of the association. Sports Reps are responsible for presenting BMHSAA information to parents, collecting money for association fundraisers (calendars, proud parent ad) and turning money into Treasurer for verification, coordinating senior night activities, and organizing award night material.

#### Full-Year Volunteer Roles (propose these rolls be voting members. Free varsity passes)

**Green Days Calendar Director:** Responsible for the set-up, printing, and organizing of three seasonal calendars. Works with Sponsorship Director to ensure organization names are properly added to calendar. Coordinates distribution of calendars to Sports Representatives. Tracks results of calendar sales and works with Treasurer to ensure collected money is properly accounted according to procedures outlined by the Treasurer. Maintains books of prizes and coordinates the prize drawings videos by BMHS student-athletes. Oversees the distribution of prizes to winners. (May possibly be two-person position depending on number of calendars raffles conducted during the year).

**Concession Stand Director:** Manages the concession stand at Calabrese Stadium during home varsity football, lacrosse, and possibly other sporting events. Orders necessary food, recruits staff to help at stand, and maintains necessary ServeSafe certifications. Ensures collected money is properly accounted according to procedures outlined by the Treasurer.

**Events Director:** Spearheads all activities related to BMHSAA fundraising events including the Cornhole Classic that is held each spring. The director secures the venue, tournament manager, and other sponsors as needed. Works with BMHSAA team members to coordinate the set-up, promotion, and management of the event. Ensures collected event money is properly accounted according to procedures outlined by the Treasurer.



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**Sponsorship Director:** Reaches out to area businesses for sponsorships of various activities of the BMHSAA. Maintains spreadsheet of sponsor and donors. Sends thank you letters with ad copies, program book sample and other forms of recognition to sponsors. Works with Website Director to ensure sponsors/donors are listed on the BMHSAA site. Works with Sports Program Director to ensure that sponsor ads are placed in the books.

**Seasonal Sports Program Director:** Designs three seasonal sports programs that act as a fundraising tool for the BMHSAA and keepsake for student-athletes. This role works with the Sports Representatives to ensure each team is properly represented, the Team Picture Director to obtain appropriate photos, and the Sponsorship Director to confirm all business ads are included.

**Team Photo Director:** Maintains relationship with the official photographer for BMHS. Sends a schedule (to sports representatives, board members) of when team photos, senior athlete photos, and action shots photos will be taken. Works with each sports team on picture day to ensure photo and names are properly documented. Works with photographer to ensure photos are available to Sports Representatives, Senior Portrait Keepsake Coordinator and Sports Program Director. Provides photos and athlete information to BMHS yearbook committee.

**Volunteer Director:** Responsible for adding all volunteer opportunities to website through sign-up genius. Tracks all volunteer hours for parent members and student-athletes. Provides complimentary varsity passes to volunteers holding year-round positions. Provides discount varsity game passes to members after ten hours of volunteer services. Sends letters of service hours for students as needed.

**Website Director:** Manages all aspects of the BMHSAA website including redesign, updates, and general maintenance. The Website Director works with the appropriate vendors to maintain web address and other accounts such as Paypal. Works with other members to update photos, sponsors, links and content in a timely manner.

### **Assistant Roles (passes to varsity home games upon completion of 10 hours of volunteer time)**

**50/50 and Games Coordinator:** The coordinator(s) recruits volunteers to sell 50-50 raffles at football and basketball games or chuck-a-duck at hockey games. Coordinators transfer proceeds to the Treasurer for deposit and send volunteer information to Volunteer Director for tracking.

**8<sup>th</sup> Grade Information Night Coordinator:** The coordinator(s) recruit volunteers to hand out BMHSAA material to 8<sup>th</sup> grade parents and student-athletes, collect parent contact information, sell food items/spirit gear at the information night held each June. In addition, the coordinator will organize the tables so that each coach has a spot to speak with potential athletes. Coordinators will ensure that any money collected is verified with volunteers, transfers proceeds to the Treasurer for deposit, and sends volunteer information to Volunteer Director for tracking.

**Associate Sports Representative:** Parent-members who are recruited by a Sports Representative to assist with association duties for the junior varsity or freshman teams of a specific sport. Responsible for communicating the information of the association and helping with fundraising activities at those levels.

**Calendar Sales Coordinator:** Assists Calendar Director by contacting local businesses to secure weekend locations for selling calendars in fall, winter, and spring. Works with Volunteer Director to get calendar sales spots on sign-up genius. Recruits members and student-athletes to fill time slots. Assists Calendar Director with coordination of the prize drawing videos and distribution of prizes to winners.

**Certificate & Plaque Coordinator:** Is responsible for ordering all certificates and plaques for each athlete. Awards and plaques are ordered for each season, and handed out at the seasonal sports awards night. Looks to improve the process by reducing costs of awards while maintaining the quality of recognition for student-athletes.



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**In-kind Donation Coordinator:** Assists Sponsorship Director with outreach to larger businesses (via online forms) for in-kind donations of gift certificates, promotional items, and other services to use as raffle prizes.

**Proud Parent Ad Coordinator:** Assists Program Book Director by collecting proud parent ads and maintaining a list of how parent names will appear in the seasonal sports program.

**Senior Sports Portrait Keepsake Coordinator:** Ensures the combined efforts of Sports Representatives and the Team Picture Director is successful for assembly of the Senior Sports Portrait Keepsakes. The coordinator orders picture frames, glass and lettering for the keepsakes and ensures each sports rep has the correct materials. These keepsake frames are given out at the "team break out" sessions after the main awards ceremony.

**Spirit Gear Coordinator:** Maintains inventory of spirit gear sales at various events. Adds sales to inventory and alerts e-board of low counts. Maintains relationship with vendors and orders items as needed.

**Sports Board Coordinator:** Is responsible for ensuring the sports cases (located outside the athletic department office) at BMHS are updated with current sports information. The coordinator will work with sports representative to get the updated information for the cases with a minimum of varsity team information added. Keeps the key for the cases.

**Sports Awards Night Coordinator:** Responsible for organizing three seasonal sports nights. Coordinates with the Sports Representatives and other coordinators to ensure they have all needed award material for student-athletes. Runs snack tables at each award night. Researches opportunities to improve the awards nights.

**Sports Information Night Coordinator:** Responsible for coordinating three seasonal information nights in conjunction with athletic director. Ensures the breakout rooms for individual sports are assigned and signs posted in main auditorium. Runs snack tables at each information night. Researches opportunities to improve the sports information nights.

**Three-Letter Jacket Coordinator:** Works with Athletic Director and Coaches to verify those athletes eligible to receive a three-letter jacket. Maintains a spreadsheet of athletes who receive jackets and keeps an inventory of jackets in the appropriate sizes. Seeks vendors for most cost-effective production of jackets.

**T-Shirt Coordinator:** Works with the Sports Representatives to get the number of t-shirts for each sport in the appropriate sizes for each athlete. Contacts the association vendor to order shirts and distributes them to sports representatives for awards night.

**Varsity Letter & Pin Coordinator:** Tracks the athletes that attain varsity status. Maintains inventory and letters and pins for each sport. Works with sports representative to get the appropriate numbers for each varsity athlete and updates the inventory.

### **Individual Volunteer Opportunities (discount passes to varsity home games upon completion of 10 volunteer hours)**

**50/50 Raffle Sales:** Volunteers are needed to sell 50/50 raffle tickets at home varsity sporting events.

**Concession Stand Staff:** Volunteers are needed to assist the Concessions Director with activities at the Calabrese Stadium Concession stand. Positions include window sales, food/drink preparation, and clean-up.

**Event Staff:** Volunteers are needed to assist at various events including: seasonal award nights, seasonal sports information nights, 8<sup>th</sup> grade information night, fundraising events, and other events as needed.



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**Games Sales:** Volunteers are needed to staff run signature games such as Pluck-a-Duck and Chuck-a-Duck.

**Spirit Gear Sales:** BMHS spirit gear including hats, t-shirts, magnets, and sweatshirts are available for purchase. Volunteers are needed at various events to sell this merchandise which helps promote school spirit and raise money for BMHSAA activities.