

## **EXECUTIVE BOARD MEMBERS**

### **PRESIDENT**

The duties of the president shall be as follows:

Compose meeting agendas for all monthly KBC meetings

Facilitate the setting of the KBC Calendar of Events

Preside over monthly and /or any extra meetings

Preside over executive board

Submit Fundraising plans to FBISD

Serve as an ex officio member of all committees

Meet with school administrators as needed

Review objectives and/or issues with elected officers/members

Run annual election of officers

Meet with coaches on regular basis to gain insight to needs—both present and future

Coordinate the work of all the officers and committees so that the purpose of the organization is served

Has bank account signing responsibilities

### **VICE PRESIDENT**

The duties of the vice president shall be as follows:

Preside over club meetings in the absence of the president

Assume responsibilities for any officer in their absence

Offer insights and recommendations concerning club agendas and activities

Coordinate all KBC event games during baseball season. i.e. Senior night, Little League night, Veterans night

Has bank account signing responsibilities

Co-Chair First Pitch Banquet\*

### **TREASURER**

The duties of the treasurer shall be as follows:

Maintain accurate records for all financial aspects of the KBC

Maintain and update bank account records

Monthly reconciliation of bank account(s)

Pay bills upon receipt of documentation and approval of KBC Board

Prepare and present to the KBC a monthly financial report

Makes a full financial report at the end of the year

Conduct annual audit and reconciliation at the end of the school calendar year

Prepare and submit required documentation to the District's Business and Finance Department each year by Sept. 1.

Prepare and file all applicable tax returns and filings by the deadlines

Has bank account signing responsibilities

### **SECRETARY**

The duties of the secretary shall be as follows:

Record Board meeting minutes at each KBC Board meeting, distribute minutes via email to KBC within one week after meeting and reports at the following meeting

Send reminders for action items within one week of upcoming meetings and reminders for next meeting one week prior to meeting

Insure volunteer compliance with Criminal Background Checks

Report volunteer hours to the District

Co-Chair Hit-A-Thon\*

### **COMMUNICATION/WEBSITE**

The duties of the communication/website board member shall be as follows:

Steward of electronic information and Knights Administrator email account

Handles all correspondence, communications and notices of meetings

Supplies updates for Elkins Castle Crossings

Maintains a copy of the minutes, bylaws, rules, membership lists

Maintain the [www.knightsbaseballclub.com](http://www.knightsbaseballclub.com) website

Update and maintain all website activities as directed by the KBC Board

Co-Chair Golf Tournament\*

### **FUNDRAISING**

The duties of the Fundraising Board Member shall be as follows:

Establishes fundraising goals in conjunction with the board and committee chairs

Coordinates fundraising objectives with all committee chairs

Represents all fundraising activities to the Executive Board

Solicit repeat funding from current sponsors

Identify other methods of solicitation

Lead efforts to obtain auction/sponsored items

*\* Role of Co-Chair is in place to support elected, selected or volunteer Chairpersons of committees. In the event no Chairperson takes the role, the Co-chair will be responsible to lead the event and committee.*

*\*\* Co-Chair responsibilities may be exchanged amongst KBC Board Members based on preference*

### **STANDING COMMITTEE CHAIRS**

#### **SPIRIT WEAR**

The duties of the Spirit Wear Chair shall be as follows:

Identify items for sale

Identify online site for sale of spirit wear

Secure funding budget based on projections

Price products to recover costs, create school spirit; maximizing profits

Set-up selling area at parent meetings, baseball games and fundraising events

Collect monies and coordinate delivery of items as necessary

Recruit staffing assistance as needed

#### **CONCESSION STAND**

The duties of the Concession Stand Chair shall be as follows:

Serve as the Concession Staffing Coordinator to ensure there are enough volunteers to work the games

Prior to start of season clean the concession stand

Stock and organize all purchased foods, drinks and paper goods

Facilitate budget with treasurer

Inventory, purchase and re-stock all food, drinks and paper goods weekly during baseball season

At the end of the season clean and “summarize” concession stand and associated equipment

Train the designated Concession Stand “Set-up” persons

Recruit staffing assistance as needed

#### **GOLF TOURNAMENT**

The duties of the Golf Tournament Chair shall be as follows:

Confirm date and time for golf tournament

Facilitate communication efforts for tournament

Work with Golf Course to set expectations for number of players, hole designations and food and drinks

Coordinate the printing of golf hole sponsor signs and tournament banner

Work with Fundraising Chair to obtain sponsors for tournament

Determine other fundraising adders to tournament. i.e. Golf Ball Drop, Raffles

Determine feasibility of "goodie bags" for participants

Recruit staffing assistance as needed

### **FIRST PITCH BANQUET**

The duties of the Banquet Chair shall be as follows:

Working with the Board, establish theme and objectives for the banquet. i.e. HOF inductions, bingo, casino, auctions

Order nameplates for HOF'ers as required

Identify and procure location

Finalize banquet arrangements, including menus, ticket prices, decorations and other expenses.

Working with the Fundraising Chair, establish goals and objectives for fundraising activities

Identify Decoration Chair to lead location decoration efforts

Facilitate communication efforts for banquet

Recruit staffing assistance as needed

### **HIT-A-THON**

The duties of the Hit-A-Thon Chair shall be as follows:

Working with the coaches, establish the schedule for the day

Create/Update pledge forms

Work with coaches to engage players in pledge efforts

Communicate event to local little league organizations for participation

Develop walk up songs and bios for players

Recruit and organize volunteers to run various roles during the day

*\*\*\* All KBC Leadership roles are for the duration of a 1 year term*