

## **OAHS Field Hockey Boosters Meeting**

**Thursday, November 7th - 7pm**

***At the OA High School AD Conference Room - Enter through the atrium entrance, up the glass enclosed staircase on the left, just behind the vending machines, then turn left.***

### **AGENDA**

1. Attendance: Please make sure you sign the attendance sheet

2. Review & approval of minutes 10/22/2019:

3. Coaches' and Captain's report:

4. Treasurer's report:

5. 2019 Fundraising final update:

6. Banquet, banquet, banquet!!!!

November 21, 6:30-8:30 pm, OAHS cafeteria

7. Officers for 2020: Nominations today for members of the Executive Board. Voting to take place at the December Meeting. Proposal - to continue taking nominations through November to allow discussion at the banquet.

President - Prepares agendas, serves as liaison between the OAFH boosters & the coaches, OAHS administration, and EPS. Signs all contracts. Has overall leadership and management responsibility of the booster club. Has administrative access of the website and social media outlets, informs the media of upcoming events and arranges game filming and commentary.

Vice-President - Performs duties assigned by the president and in the president's absence. Supervises the selection, maintenance of equipment, supplies, and uniforms. Schedules meeting rooms, as necessary. Oversees fundraising and is present for the reconciliation of OAFH booster monies.

Secretary- Maintains accurate attendance and voting records. Records, maintains and releases the minutes of all meetings. Maintains an accurate membership roster. Maintains all official papers and documents. Has administrative access to the OAFH website and social media outlets.

Treasurer- Prepares the annual budget to be approved by the Executive Board. Keep an accurate record of all financial affairs and is responsible for the bank account. Disburses funds for purposes approved by the Executive Board. Updates the club at all regular booster meetings. Prepares and presents an end of year summary financial report. With the president, has access to a joint credit card for club activities.

Executive members at large, 2 or more (currently 4) - Have voting rights at executive meetings and are involved in decision making related to the business of the boosters. Have no specific standing Duties. (In general, are committed to a greater presence and level of involvement than the general membership).

Communications Officer: Has administrative access and is keeper of the OAFH website and social media outlets.

8. Next meeting date(s)

December TBD - vote new officers, year end-wrap up  
Booster "handbook" & calendar input, please!