

# McLean Middle School Athletic Booster Club Board

## 2017 – 2018 Nomination Form

It is time to propose a slate of officers and standing committee positions for the 2017-2018 MMS Athletic Booster Club (“ABC”) Board. Please use this form to nominate yourself and/or others for the positions listed below. If you are interested in serving on the MMS Athletic Booster Board, please nominate yourself for several positions. Please remember, self-nominations are STRONGLY ENCOURAGED! If you know someone who would be an asset to the board, please nominate them!

Please complete this form on line by going to the “Athletics” tab at [mclean.fwisd.org](http://mclean.fwisd.org) , or return your completed form to the Athletic Booster mailbox (located in MMS office), email it to [jlarrison@mellinalarson.com](mailto:jlarrison@mellinalarson.com), or give it to a current MMS Athletic Booster board member. **Nominations are due no later than Monday, April 3, 2017.**

Name:

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Daytime Phone:

Evening Phone:

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Email:

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Student(s) Name, Grade & Sport(s) at MMS:

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### Executive Board

\_\_\_\_\_ **President:** Coordinates the work of the officers/committees and presides over all ABC meetings; works closely with the Boys and Girls Athletic Directors.

\_\_\_\_\_ **1<sup>st</sup> Vice President- Special Projects:** Assists President as needed; presides over ABC meetings in the absence of the President.

\_\_\_\_\_ **2<sup>nd</sup> Vice President-Fundraising:** Prepares and submits plans to raise necessary funds through sponsoring events and/or activities in order to carry out the work of the ABC; coordinates and implements fundraising activities throughout the year.

\_\_\_\_\_ **Treasurer:** Responsible for the bank accounts and records; presents the current financial report at all meetings; presents books to the audit committee; makes regular deposits and disbursements.

\_\_\_\_\_ **Secretary:** Records the minutes at all ABC meetings; performs all ABC written correspondence; provides copies of minutes at ABC meetings for Board members; keeps an accurate record of Board member meeting attendance; provides email communication to all ABC board members throughout the year; updates ABC website pages; sets up all on-line payments/merchandise purchases; submits athletic news and updates to PTA person in charge of sending out weekly Cardinal Calls.

\_\_\_\_\_ **Parliamentarian:** Advises the presiding officer on parliamentary procedure; oversees the review and/or revision of Bylaws, as necessary.

## Standing Committees

\_\_\_\_\_ **Membership:** Conducts the annual membership campaign; collects dues and keeps an accurate list of all current ABC members.

\_\_\_\_\_ **Fundraising:** Assists 2<sup>nd</sup> Vice President with all planning, coordination and implementation of fundraising activities.

\_\_\_\_\_ **Merchandise/Promotional Products:** Designs, purchases and resells Cardinal Athletic merchandise, including team t-shirts.

\_\_\_\_\_ **Concessions :** Plans, purchases and coordinates all volunteers to resell concession items at home volleyball and basketball games.

\_\_\_\_\_ **Football Meals:** Sells meals for athletes participating in football by soliciting parents at beginning of football season; Coordinates with vendor for the delivery of the meals prior to football games.

\_\_\_\_\_ **Smoothie Coordinator:** Sells smoothies for athletes participating in all sports as designated by the board by soliciting parents at beginning of the applicable season; Coordinates with vendor for the delivery of the smoothies prior to sports games and track meets.

\_\_\_\_\_ **Physical Day:** Plans and implements all aspects of Physical Day, a day in May when physicals are provided to athletes who will be participating in sports the following year; coordinates with coaches and health care providers.

\_\_\_\_\_ **7<sup>th</sup> Grade Awards Ceremony:** Plans and implements all aspects of the annual awards ceremony for 7<sup>th</sup> grade athletes.

\_\_\_\_\_ **8<sup>th</sup> Grade Awards Banquet:** Plans and implements all aspects of the annual awards banquet for 8<sup>th</sup> grade athletes.