

# SECRETARY



- Record the minutes for monthly Advisory Board meetings.
- Distribute the meeting minutes via email to all Advisory Board members and post on the Boosters Football website.
- Provide monthly task lists to board members.
- Aid President in any Advisory Board-approved revisions of policy documents and post on the Boosters Football website.
- Publish regular/consistent updates about the football program on Boosters Football Facebook page and website.
- Submit newsworthy articles and pictures to local papers for publishing regarding the Boosters Football program.
- Post team game and practice schedules on the Boosters Football website.
- Post field reservation schedule on the Boosters Football website.
- Aid President & Fundraising Director in development and distribution of copy for Huskie Bowl, annual football minicamp & skills combine.
- Implement a sign-up and/or tracking system for volunteers throughout the football season. Sign-up Genius or similar needed for annual skills combine, Huskie Bowl and verifying 1-hour volunteer requirement by families.
- Draft copy for registration documents that will be delivered to Wilshire Park, St. Charles and SAMS for publication in April.