

Mason Soccer Booster Secretary Role & Responsibilities

MISSION:

Mason Soccer Boosters is a non-profit organization (501c3) of parents and fans who volunteer their time for the benefit of the Mason High School soccer program.

The main goal of the Mason Soccer Boosters is to raise money through fund raisers to provide

- Equipment for the athletes, including the SWAG, soccer bags, warm-ups, rebounders, pennies, futsal balls & practice goals
- Specialized training for the soccer athletes
- Scholarships to college-bound Mason students whose parents participate in booster fund-raising activities
- Write-ups for local newspapers and assist coaches with team statistics

Additionally, the Mason Soccer Boosters connects with the community to

- Bolster support with local businesses
- Reach out to the local soccer community with opportunity to serve as ball girls/boys for varsity matches
- Support Top Soccer

Throughout the year, the Mason Soccer Boosters meet to plan and deliver the best athlete and fan experience for our Mason Soccer Family.

Secretary Responsibilities:

- Deliver against the mission of the Mason Soccer Booster Program
- Take notes for meetings and post them on the website
- Reserve meeting room at James (or wherever the group is meeting)
- Send meeting reminder notes to members
- Assist webmaster in keeping the website up to date (schedules, rosters, player information Google Form, including parent and player information)
- Coordinate copies and updated schedules for Preseason Classic
- Be available throughout the Preseason Classic to assist the treasurer (ref envelopes and under the tent)
- Send information updates as the President asks
- Reply to parent questions received as replies to emails sent out
- Sign all legal contracts

Calendar

- Please see the activities calendar for a month by month review of events
- Below is a high level flow of event dates. Please note the following
 - Some activities require a few months of prework which is shown on the activities calendar
 - Booster meetings are held monthly

Month	High- Level Activities
January	
February	
March	
April	
May	
June	
July	Pre-Season Classic
August	Help Update the website
September	
October	
November	
December	