

## What Tracie currently does:

### President

- 10-20 hours per month
- Works with Head Coach regularly for program needs and ABC plans
- Coordinates with school for promotions to be included in school communications
- Manages social media accounts (Facebook/Instagram) by creating images, messages and posting
- Manages TeamApp with Head Coach; all ABC communications, Group assignments, etc.
- Receives invoices, reviews for accuracy and asks questions when necessary to protect the organization
- Writes checks, signer on bank account
- Deposits all funds, gets cash as needed for concessions and other events
- Reviews budget and financials with Treasurer
- Write grants
- Communicates with sponsors, creates annual thank you items, manages sponsor listings and obligations, seeks new sponsors
- Works with Treasurer for Square app for reporting, tracking sales, etc.
- Manages website
- Manages square online store
- Manages budgets for each event
- Drafts policy, procedures, etc.
- Assists with annual filings and obligations
- Manages self-reporting nonprofit listings for increased exposure
- Serves as liaison for all events and committees to offer historical teachings
- Coordinates marketing for all aspects of organization
- Coordinates loose ends for all events due to historical knowledge
- Manages annual Give What You Can Campaign
- Creates agenda for monthly meetings
- Creates schedule and identifies location for monthly meetings
- Liaison with external partners: Aloha Legion, Alumni, community groups, AJBO
- Upholds the by-laws of the organization
- Sets standards for organization for transparency, legalities, and best representation to the community
- Seeks individuals to fill roles as needed
- Manages volunteer sign up application for events
- Seek donations for various fundraisers as prizes or inclusion
- Fliers and registrations for all events
- Manages Google forms for players that the school uses to share out baseball opportunity, annually; manages summer baseball form to help us gather counts for anticipated registration
- Leads all parent meeting communications on behalf of ABC – education, introductions, calls for help
- Player liaison for ABC items
- Steadfast presence for ABC events
- Invoices, scholarships and other financial aspects of fulfilling payment obligations to ABC
- Cleaning and needs for the snack shack, at least twice each year
- Drafts thank you notes/messages on behalf of ABC and the program following events to volunteers, donors, etc.
- Check PO Box for incoming mail, distributes as needed.
- Printing as needed

## ABC Board Positions

### ROTATION:

- Odd years: Vice President, Treasurer
- Even years: President, Fundraising Coordinator, Secretary

### ROLE DESCRIPTIONS AND COMMITMENTS

#### President

- Estimated 5-10 hours per month
- Works with Head Coach regularly for program needs and ABC plans
- Check PO Box for incoming mail, distributes as needed.
- Deposits funds from events and incoming donations, as needed.
- Signer on Bank Account
- Access to all accounting platforms for organization
- Reviews budget and financials with Treasurer
- Works with Treasurer for Square app for reporting, tracking sales, etc.
- Serves as liaison for all events and committees
- Liaison with external partners: Aloha Legion, Alumni, community groups, AJBO
- Upholds the by-laws of the organization
- Sets standards for organization for transparency, legalities, and best representation to the community
- Seeks individuals to fill roles as needed
- Leads all parent meeting communications on behalf of ABC – education, introductions, calls for help
- Steadfast presence for ABC events
- Drafts policy, procedures, etc.
- Manages self-reporting nonprofit listings for increased exposure

#### Vice President

- Estimated 3-5 hours per month
- Assist Fundraising Coordinator with Sponsorships – lead the committee and/or volunteers helping with sponsorships efforts, serve as a liaison with sponsors and organization.
- Assist President to review budget and expenses along with Treasurer.
- Serves as additional signature on checks – requires official signer registration with bank.
- In absence of President, serves in the capacity when needed.
- Participates in Board conversations as needed. Brings ideas to the Board for the betterment of the organization.
- Reviews budget and financials with Treasurer
- Seeks individuals to fill roles as needed
- Player liaison for ABC items
- Drafts thank you notes/messages on behalf of ABC and the program following events to volunteers, donors, etc.

## Treasurer

- Estimated 5 hours per month
- Reconcile bank accounts monthly and provide monthly report from Quickbooks before each Member meeting.
- Assist in review of annual budget and creation of the annual budget each year.
- Coordinate tax documents needed for filing by annual deadline. Work with Tax Accountant for any needed items to complete the filing.
- Participates in Board conversations as needed. Brings ideas to the Board for the betterment of the organization.
- Receives invoices, reviews for accuracy and asks questions when necessary to protect the organization
- Write grants and/or works with a committee/project manager to write
- Access to all accounting platforms for organization
- Manages budgets for each event
- Manages annual filings and obligations; includes permits for snack shack (twice a year)
- Manages self-reporting nonprofit listings for increased exposure
- Invoices, scholarships and other financial aspects of fulfilling payment obligations to ABC

## Secretary

- Estimated 5 hours per month
- Takes notes for all Board communications; defining between open and closed conversations and distributing as appropriate
- Coordinates with school for promotions to be included in school communications
- Co-manages social media accounts (Facebook/Instagram) by creating images, messages and posting
- Manages TeamApp with Head Coach; all ABC communications
- Organize printing as needed
- Manages website
- Manages square online store
- Creates agenda for monthly meetings
- Creates schedule and identifies location for monthly meetings
- Manages volunteer sign up application for events
- Fliers and registrations for all events; works with project manager for fundraising if possible
- Manages Google forms for players that the school uses to share out baseball opportunity, annually; manages summer baseball form to help us gather counts for anticipated registration
- Printing arrangements, as needed

## Fundraising Coordinator

- Estimated 5 hours per month
- Oversees all fundraising activities and helps coordinate events with Board and committees
  - o Manages Give What You Can Campaign, works closely with Treasurer for incoming funds
  - o Dining Night Out
  - o Poinsettias
  - o Alumni Events
- Other events as deemed necessary Garners support for the committees and project managers to help with each event
- Works with VP for sponsorships; can add a project manager to this task force
- Seek donations for various fundraisers as prizes or inclusion
- Cleaning and needs for the snack shack, at least twice each year