

WICHITA GYMNASTICS BOOSTER CLUB

Expectation

- The elected individual's time, resources, energy, gas, or supplies will not be reimbursed by the association.

Term-Limits

- Each position has a 2-year term limit.
- If no one wants the open position, the term-limit will be extended for an additional year, except for year 3 of service.
- The Treasurer position has a 3-year term limit.
- Meet Assistant is first choice to replace Meet Coordinator.

Compensation

- All positions are compensated at the end of the fiscal year. Compensation varies by job.

WGBA BOARD MEMBERS

President

- Arranges times for WGBA Board meetings.
- Conduct Board and Membership meetings
- Oversees the fundraising chairpersons.
- Organizes and coordinates activities of other board members.
- Work with treasurers regarding financial issues and status.
- Works on various issues related to Team activities.
- Responsible for new membership orientation.
- Attend all session of all home meets (Land of OZ, State, and Regionals)
- Authorized check signer of WGBA bank account.
- Issued WGBA Credit Card

Vice-President

- In absence or inability of president, assume all responsibilities of the president.
- Needs to be at all sessions of all home meets
- Serves as Parent Apparel Coordinator
- Serves on the Meet Committee as Board representative.

Secretary/Membership Director

- Takes notes of all WGBA meetings (General and Board).
- Posts copy of meeting minutes on WGC's website as well as a paper copy on gym bulletin board.
- Posts WGBA Board positions prior election of officers at beginning new fiscal year.
- Maintain current record of WGBA active member list.
- Maintain Team parent directory as well as an email distribution list.
- Works with Treasurer to ensure dues are paid annually.
- Access to a personal computer with access to Microsoft Office software is strongly suggested.

Treasurer

- Bachelor degree in accounting or business, preferred.
- Must have appropriate accounting/book-keeping experience.
- Position is appointed by the WGBA Board. Requires submission of a resume to WGBA board for consideration.
- WGBA provides PC laptop and business application software.
- Position absorbs costs of normal office supply, except for postage
- Responsible for all WGBA financial affairs.
- Prepares financial reports for WGBA Board.
- Prepares checks for all WGBA expenses/payables
- Prepares deposits for money collected.
- Prepares member account balance reports.
- Bills all Non-WGBA members for meet fees and travel expenses.
- Prepares and submits Sales Tax returns.
- Authorized check signer of WGBA bank account
- Issued WGBA Credit Card.

NON-BOARD MEMBER POSITIONS

Fundraiser Coordinators/Chairs:

- Coordinates and distributes information pertaining to specific chaired fundraiser.
- Establishes timeline of fundraiser.
- Collects orders and money from fundraiser participants.
- Places the orders and distributes product to members.
- Submits funds and all pertinent information Treasurer.
- Chair makes 10% net proceeds, maximum of \$200, after minimum requirement is met.

Program Ads Editor:

- Coordinates and distributes information explaining the annual fundraiser.
- Establishes a timeline for publishing the program.
- Coordinates the collection of ads.
- Organizes ad layouts and proofreads program prior to submission for printing.
- Submits proofed program to printers.
- Works with Treasurer to determines number of programs to order
- Works with publisher/printer to ensure delivery prior to meet.
- Makes programs available to WGBA members to distribute to sponsoring advertisers.
- Accounts for money collected with ads placed.
- Produces detailed report of ads placed, business name, money collected, and gymnast who secured the ad.
Produce 2 reports: (1) Ads sorted by Business name and (2) Ads sorted by gymnast name.
- Works with Treasure to ensure correct membership accounts are credited properly.

Team Apparel Coordinator

- Coordinates and distributes orders for team leotards and apparel.
- Establishes timeline for Team Apparel orders and delivery of product.
- Works with Team Apparel Vendors to ensure delivery of product by established deadline.
- Works with gymnast parent to determine proper sizing.
- Collects down payments at time of order.
- Collects balance due when apparel is distributed to gymnast parent.
- Submits copy of order and money collect to Treasure.
- Coordinates the collection/distribution of gently used apparel as well as the payments between parties.

Meet Scorekeeper Team (2)

- Parent association must elect 2 people for this position.
- Use a computerized gymnastic scoring system for all home meets.
- Learn and explain the use of PDAs. Ensure PDAs are working properly.
- Input all pertinent information of participating gymnasts and gyms.
- Works with participating team coaches to determine correct information is provided.
- Provides teams and number of gymnasts participating information to Dan and Meet Coordinator.
- Prepare and copy score sheets for program sales.
- Run results for award ceremonies and coaches.
- Must be available for all sessions of all home meets.
- Computer experience preferred.

Meet Committee

- Meet Coordinator, Asst. Coordinator, WGBA Corner Coordinator, Hospitality Coordinator, Board-Member (VP).

Meet Coordinator

- Chairs to Meet Committee
- Work with Board to establish a Meet Budget.
- WGBA reimburses all out-of-pocket expenses with proper approval & receipts.
- Establish a Meet Timeline: 90-days out, 60-days, 30-days-out, 2-weeks out.
- Needs to be at all sessions of all the Home Meets.
- Posts parent volunteers sign-up sheets for all home meets.
- Coordinates help for all home meets including set-up and tear-down.
- Coordinates and assists in the set-up and tear-down of the meet.
- Orders/purchases awards, ribbons/medals, goodie bags, handstand contest prizes, and senior gifts.
- Responsible for Meet decorations, judges tables snacks and prepares participating clubs signs/scorecards.
- Establishes a Goodie Bag Team.
- Works with Dan and Meet Scorekeeper as to teams and number of participants.

Meet Assistant

- Assists Meet Coordinator as directed.
- Member of the Meet Committee
- Establishes Awards Team
- Coordinates/Organizes Awards.
- Coordinates the set-up of the Awards location.
- Responsible for Awards Ceremonies.
- Works with Dan and Meet Scorekeeper as to teams and number of participants
- Needs to be at all sessions of all the Home Meets.
- Assists in the set-up and tear-down of meet.
- First choice replacement of Meet Coordinator.

Hospitality Room Coordinator

- Member of the Meet Committee
- Establish a menu and quantities needed.
- Posts sign-up for parents to supply foods, date/time needed and quantity.
- Purchases supplies: containers, plates, napkins, plastic ware, serving utensils, and miscellaneous food items.
- Submits all receipts to Treasurer. WGBA reimburses all expenses.
- Responsible for set-up and tear-down hospitality room.
- Organize the lay-out of food, check status of food, and clean-up of tables.
- Needs to be at all sessions of all the Home Meets.
- Works with Board to establish a budget for Home Meets.

WGBA Corner Coordinator

- Orders and maintains general merchandise
(excludes Team apparel, Parent apparel, and Meet T-shirts)
- Submits receipts to Treasure.
- Rotates inventory stock regularly
- Works with leotard vendors that supply WGBA .
- Member of the Meet Committee.
- Orders the Meet Packet for Sale at Home Meet.
- Acquires garment racks for all Home Meets.
- Needs to be at all sessions of all the Home Meets.
- Coordinates set-up of home meet booth.
- Works with Board to determine home meet merchandise and establish prices.
- Establishes timeline for home meet merchandise orders.
- Works with Board to establish a budget for home meet merchandise.