

# **OABC Executive Board Positions and Duties**

**\*\*\*First and foremost over the duties of any position is forming a group of individuals who want and are willing to work together to dedicate the time and energy necessary to keep the club thriving\*\*\***

## **Entire Board**

- Meet at least 4 times in the school year
- Approve funding applications completed by Ossining UFSD Coaches

## **President**

- Liaison to Ossining School Board and Administrators – two presentations per year
- Contact person for the Athletic Director
- Contact person for coaches- although any OABC member should be a contact person
- Run monthly membership meetings – 10 per year -- September – June
- Develop budget with other executive board member and hold executive board meetings
- Initiate, change existing or introduce new programs/activities with the help of the OABC
- Sign off on OABC expenditures with the Treasurer and work closely with membership
- Active participant of OABC programs and sponsored events

## **Vice President**

- Responsible for same duties of the President
- Active participant of OABC programs and sponsored events

## **Secretary**

- Record minutes of the monthly membership meetings and prepare them for website
- Develop budget with other executive board member and hold executive board meetings
- Initiate, change existing or introduce new programs/activities with the help of the OABC
- Willing to execute any duty of the President or other executive board member
- Active participant of OABC programs and sponsored events

## **Treasurer**

- Maintaining records of OABC revenues and expenditures
- Preparing report for monthly membership meetings
- Develop budget with other executive board member and hold executive board meetings
- Initiate, change existing or introduce new programs/activities with the help of the OABC
- Willing to execute any duty of the President or other executive board member
- Active participant of OABC programs and sponsored events

## **Membership / Merchandise**

- Maintaining and update records of current membership
- Recruiting new member by attending *Back to School Nights*- assorted contests and games
- Make press releases and create ads for school publications
- Produce brochures and other literature advertising the OABC mission
- Revise and develop new merchandise for promoting the athletes, schools and OABC
- Initiate, change existing or introduce new programs/activities with the help of the OABC
- Active participant of OABC programs and sponsored events

**Other** (Membership/Merchandise Coordinator has been taking care of this for past 3 years)

- Bi-monthly Eblast (online news blast)
- Maintain and update OABC website