



Palos Verdes Peninsula High School Athletic Booster Club (ABC)

2025 - 2026

Volunteer Position Description

Executive Board Volunteer Positions

<p>Co-President(s)</p>	<p>Preside over all ABC meetings. Communicate the year's activities. Coordinate with Board/Committee Members. Regularly meet with the Treasurer to monitor ABC finances. Serve as an authorized signer required for all ABC checks. Sign all contracted agreements for ABC and perform other duties as outlined by the Bylaws. Assists with fundraising and recruiting ABC volunteers. Attends and participates in athletic ceremonies throughout the school year. Manages ABC calendar of events and sends calendar updates to the ABC website manager. Chairs a Black & Gold sub-committee and oversees overall Black & Gold event. Volunteers at merchandise booths during the school year.</p>
<p>Past President(s)</p>	<p>Attend ABC meetings. Assist Co-President(s) with ABC background and offers guidance throughout the year on ABC matters and events. Assist with fundraising activities. Chairs a Black & Gold sub-committee and volunteers at merchandise booths during the school year.</p>
<p>Treasurer</p>	<p>Attend all ABC meetings. Using QuickBooks Online, input/maintain the accounting records and prepare/present the financial statements at the monthly ABC Board Meetings. Prepare and submit quarterly Sales and Use Tax Returns and payments. Work with the Black & Gold Treasurer or Chairperson to ensure Greater Giving platform captures all required information for financial reporting to be input into QuickBooks. Prepare and file annual Raffle Registration and Raffle Report. Work with the outside tax preparer to file Federal & State Tax Returns, as well as the Annual Registration Renewal Fee Report. This also includes record keeping of all cash receipts, cash disbursements, monthly financial statements, bank statements and reconciliations, tax returns and other required filings for review by the Auditor. Chairs a Black & Gold sub-committee and at merchandise booths during the school year.</p>
<p>Auditor</p>	<p>Attend all ABC meetings. <i>Monthly:</i> review & approve bank reconciliations, make sure all invoices/payments were properly approved, calculated & recorded, and make sure all cash receipts were properly calculated & recorded. Ensure all appropriate documentation/reports are maintained and secured in case of future audit. Make sure all financial items noted in Executive and General Board Meeting Minutes match the accounting records. <i>Quarterly:</i> review & approve financial statements & supporting schedules, Sales and Use Tax Returns, and other filings as needed (Raffle application & report, tax returns, Statement of Charitable Trust, etc). Will need "Read" access to QuickBooks Online. Chairs a Black & Gold sub-committee and volunteers at the merchandise booths during the school year.</p>
<p>Financial Secretary</p>	<p>Attend ABC meetings. Records and makes deposits on behalf of the Athletic Booster Club. Chairs a Black & Gold sub-committee and volunteers at the merchandise booths during the school year.</p>

Recording Secretary	Attend all ABC meetings. Accurately record the minutes and attendance of all General Membership and Board meetings. Distribute minutes to all board members for review. Send out timely notification of the next meeting date, time and location. Maintain a copy of all minutes, voting, committee reports and correspondence in a binder for storage. Have a current copy of ABC Bylaws and current list of voting members at all meetings. Record of quorum was established. Conduct and report on correspondence on behalf of ABC. Chairs a Black & Gold sub-committee and volunteers at the merchandise booths during the school year.
Parliamentarian	Attend all ABC monthly meetings. Serve as an advisor to the Co-Presidents in all matters of Parliamentary procedure. Review the Bylaws for any changes and present proposed changes to the Board. Assists in drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings. Chairs a Black & Gold sub-committee and volunteers at the merchandise booths during the school year.
Member at Large (2)	Attends all ABC monthly meetings. Serve on committees and/or participate in ABC activities throughout the year. Chairs a Black & Gold sub-committee and volunteers at the merchandise booths during school year.
VP Communications	Attend all ABC meetings. Manages the overall communication of all Athletic Booster Club updates, activities, and events through different mediums, including Social Media and School resources. Communicate ABC general meetings dates / locations and event updates through different mediums. Formats and emails ABC's submission for the Principal's Update and sends to the Principal by Thursday evening. Formats and emails ABC's announcements for Daily Bulletin as needed and sends to Martha Middleton two days prior to desired release date. The President or other Board Members will send the contents or the description of the contents to the VP Communications the day prior. Coordinates closely with the Chairs of Holiday Boutique, A Black and Gold Affaire, Kick-Off Party, Bottle Entry Party and Athlete of the Year to get their flyers/information into the Weekly Principal's Update and Social Media posts. Communicates list of Black & Gold sponsors and donors in ABC Website, social media sites and during Basketball season, sends the list of Black and Gold donors to the AD to be displayed on the scoreboard in the gym during home games (this list gets sent weekly and is updated as new donors pledge). Chairs a Black & Gold Communications sub-committee and volunteers at the merchandise booths during the school year.
VP Fundraising	Attend all ABC meetings. Oversees and participates in planning fundraisers throughout the year. Ensures chairs of events are supported. Ensures fundraising events are timely publicized through all publicity channels. Works with Black & Gold Affaire Co-Chairs to secure donations and sponsorships from each Program for the Black & Gold Auction in conjunction with the Team Liaison. Works with Membership VP as needed to ensure all families are joining the ABC. Works with Membership Chair to provide a monthly report of memberships. Works with Membership Chair to acknowledge major sponsors on the marquee at home basketball games as well as arrange seating with the Athletic Director for the Pen vs. PV Basketball game. Chairs a Black & Gold sub-committee and volunteers at the merchandise booths during school year.
VP Team Liaison	Attend all ABC meetings. Establish Team Liaisons from each sport at the beginning of the school year. Oversees Team Liaisons and creates email distribution for communications. Team Liaisons are the connection between each sport and the ABC. VP sends ABC information to the Liaisons, who then sends the information to the parents. Updates the ABC President and necessary

	coaches of any team that doesn't have a Liaison. Communicates with Team Parents/Liaisons to attend the ABC General Meetings. Works with Black & Gold Affaire Co-Chairs to secure donations and sponsorships from each Program for the Black & Gold Auction. Works with Membership Chair as needed to ensure all families are joining the ABC & communicates with the Liaisons of programs not meeting the expectation set by the Athletic Director. Chairs a Black & Gold sub-committee and volunteers at the merchandise booths during school year.
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Committee Chair Volunteer Positions

Membership	Attends ABC monthly meetings as needed. Works with VP of Fundraising as needed to ensure all families are joining the ABC. Provides a monthly report of memberships by summarizing members in the database. Monthly report to include number of members, membership level and sport student plays. Works with the Treasurer to align Membership with accounting books. Works with Co-President(s), Athletic Director and VP of Fundraising to acknowledge major sponsors on the marquee at home basketball games. Attends 8 th Grade Open House to represent ABC to drive membership and new parent volunteers. Coordinates with AD and Jeanne to coordinate Platinum and Gold Member "Platinum and Gold VIP Passes". Builds membership packets and distributes packets to all members. Handles preparing quotes, ordering and fulfillment of ABC merchandise gifts. Attend ABC monthly meetings as needed.
Merchandise Event Management (2) Co-Chairs	Attend ABC monthly meetings as needed. Handles all aspects of ABC merchandise booth management, which includes set-up, selling, take-down in support of ABC fundraising events. Maintains an inventory of ABC merchandise. Ensure an adequate inventory for merchandise event booths. Assists with loaning / monitoring Panthers. Facilitates delivery for online orders. Handles securing volunteers to work booths throughout the school year.
Kick-Off Party	Attend ABC meetings as needed. Secure a venue able to accommodate 150-200 people outside. Coordinate with VP of Communications to publicize the (free) event to invite all ABC members and Panther parents. Collect contributions from board members to pay for the event. Committee will: secure food, often a taco cart; purchase beverages (water, wine, beer & margaritas); drink tickets; arrange set-up & clean-up crews; coordinate with marching band and spirit squad for performances during the event; organize speakers (Principal, Athletic Director). 2023 event is tentatively scheduled for September 7 th .
Bottle Entry Pre-Black & Gold Party	Attend ABC meetings as needed. Secure a venue able to accommodate 50-100 people outside. Create/mange Evite to invite all ABC members. Attendees donate a bottle (wine, whiskey or tequila) that goes to the Black & Gold Affaire. Coordinate with VP of Communications to publicize the event to ABC members. Collect contributions from board members to pay for the event. Committee will: secure food, often a taco cart; purchase beverages (water, wine, beer & margaritas); arrange set-up & clean-up crews.
Holiday Boutique	Attend ABC meetings as needed. Chair(s) will reserve a date with the Farmer's Market manager to reserve a date in December. Committee will invite vendors (who pay a table fee), publicize event and coordinate with student organizations for choir performances and volunteers.
Website & Social Media	Attend all ABC meetings. Maintains the ABC website and all ABC Social Media sites. Identifies opportunities to increase ABC visibility as well as automate ABC on-going operations.

Athlete of the Year Banquet (2)	Attend ABC meetings as needed. Oversee the senior athlete recognition event. Chair(s) will reserve a date for the venue which will take place late May, coordinate the event logistics for a buffet dinner, and create event invitations, program, and slide show.
8th Grade Open House	Attend ABC meetings as needed. Oversee the ABC booth during the 8 th Grade Open House event. Decorate booth, prepare ABC informational handout for new parent engagement, work with merchandise chair to make merchandise available during the event, and staff the booth.
Hospitality	Attend ABC meetings as needed. Coordinate light refreshments during the general meetings and gift for student presenters.
Hall of Fame Committee	Oversee the Hall of Fame selection committee. Works with Black & Gold Affaire Committee to update the Black & Gold Program and manage Black & Gold logistics. Attend and provide status update during the Black and Gold committee meetings. Attend ABC monthly meetings as needed.
VP Black & Gold Affaire	Attend ABC monthly meetings as needed. Oversees the largest fundraiser of the year. Venue is confirmed for March 8, 2024 at the Palos Verdes Golf Club. Sets calendar and location for planning meetings. Chairs weekly Black and Gold committee meetings beginning January, leading up to the event. Provides agenda for each meeting. Oversees the sub-committees to ensure goals and deadlines are being met as the event approaches. Works with the VP Team Liaisons to secure donations and sponsorships from each Program for the Black & Gold Auction. Works with venue in selection of meal, wine, and event set up. Ensures all deposits are paid to the venue as required per their contract. After the event, arrange distribution of auction items. Ensure venue is paid in full. Selects date for next year's event and provides deposit to secure date. Ask for written feedback from each sub-committee on processes that worked and what needs to be improved for future events. Review Program support with the ABC Co- President(s) and Athletic Director to see where improvements can be made for future events.

Black & Gold Affaire Sub-Committees

Communications (1)	Communicate event updates for Principal Updates and coordinates with Website/Social Media Chair.
Decorations (6)	Handles decor, including centerpieces for the tables, backdrops, podium and Panthers.
Golden Ticket (1)	Oversees the sales of Golden Tickets the night of the event. Delivers golden wheel and golden tickets to the venue.
Auction (4)	Secure donation items for the event. Add items (descriptions & photos) to Greater Giving. Creates packages of multiple items. Determines which items will be online, silent or live auction. Organizes logistics for silent and live auctions.
Live Auction Spotters (6)	Highlight live auction bids. Capture auction winners and submit to auction team.
Registration and Check-out (5)	Check-in attendees and distribute attendance auction bag. Process auction winners and check-out process. Must be in attendance at the event.
Graphics / Invites (1)	Designs graphics for save the date flier, invite(s) and program. Handles all copy edit/proofing of each. Invites include B&G, coaches invite, VIP reception invite, Parade of Athletes invite. Works with Printer to print Programs.
Program (1)	Handles all copy edit, proofing and printing of Program. Coordinates with the Graphics Sub-Committee on artwork for the Program. Obtains names of both

	Senior Athletes and Scholar Athletes for Program as well as ABC committee members and Team Liaisons. Formats Program Ads for school athlete photos.
Parade of Athletes (2)	Works with AD assistant to secure list of senior athletes. Works with Graphics/Invite Sub-Committee Chair to get invite. Sends invitations to Senior athletes (distributed in class). Purchases snacks and waters for the athlete's enjoyment while queuing. Prepares note cards with athlete's name/sport/if Scholar Athlete. Gets Scholar Athlete information from Jeanne. Organize athletes by sports for the Parade.
Media show (2)	Creates slideshow of all grade level sport photos and Parade of Senior Athletes.
Publicity (1)	Orders banners (if needed) from the school print shop with dates of events and website information. Secures locations to hang banners with the appropriate cities. Puts announcement in NextDoor to engage community involvement in the online auction. Works with the Communications Chair to communicate in other mediums.
Reservations/Seating (2)	Monitors Greater Giving for RSVPs and meal selection. Provides that information to the Co-Chairs for them to communicate to the venue. Creates seating chart. Sends an email to Jeanne Shiosaki asking her to get RSVPs & meal selection from coaches. Builds attendee packets with bid numbers, table seat.
Corporate Sponsors (2)	Reaches out to larger businesses in the area hoping to secure a financial contribution for our event.
Youth Volunteers (1)	Secures & overseas volunteers for the night of the event to assist with checking guests in, selling Golden Tickets, registration, silent auction support. Volunteers are typically Cheer/Song team members or volunteers from Los Hermanos, etc.
Team Liaisons (1)	The same person who is the VP Liaisons for the ABC. Works with the Auction Committee to secure donations/sponsorships for the event from parents and Programs.
Wine, Whisky and Tequila Wheel (3)	Secures donations of items for the event. Oversee the Wine, Whiskey and Tequila Wheel area the night of the event.