



HELP NEEDED!!

BOOSTER SECRETARY

2020 - 2021

RESPONSIBILITIES INCLUDE:

- Work with the President to compose an agenda for the Booster meetings
- Set up/manage annual Booster contact list from membership drive
- E-mail Booster meeting reminders to all members prior to scheduled meetings
- Take minutes at Booster meetings
- Maintain secretary e-mail, field e-mails and answer questions
- Manage social media accounts; webpage, facebook and twitter

*This is a great way to get involved and
it really doesn't take too much time...
Bettendorf Athletics needs you!!*

Contact Jen Cavins: jcavins@uncommongroundqc.com if interested.
*Sandy Hovey, the current secretary, is around all this year so it would
a good opportunity to "job shadow" her before the start of next year.*