

## Swiss Turners Boys Booster Club

### Volunteer Positions 9/13/08

Name	Position	Description/ Responsibilities	
Carolyn Landstrom	President	These positions are elected at the June Booster Club Meeting. These Board positions include the responsibility to oversee all aspects of the booster club, and see that the STBBC Constitution is followed in all situations.	
Carol Jaciuk	Vice President		
Cindy Voissem	Secretary		
Janis Katz	Treasurer		
Dea Wright	Meet Registration	Registers all boys for all meets. Includes contacting families to see if the boy will go to a particular meet, working with the treasurer to get a check cut, and maintaining contact with gyms in case of drops or additions.	
Kelly Thompson	USAG Registration	Registers all boys with the USAG	
	Activity Committee Chair	Plans and organizes various parties/celebrations throughout the year. Coaches' Birthdays, Good-Bye Parties, Congratulations, and Good Luck at Nationals are examples of the types of parties usually done by this group.	
Cathy McClay	Activity Committee Co-Chair		
Cindy Voissem	Activity Committee		
	Activity Committee		
	Activity Committee		
Carol Jaciuk	Away Meet Hotel Reg.	Selects and reserves blocks of rooms at hotels for out of state meets.	
Liza Locher	Candy Bar Fundraiser	Organizes this fundraiser	
Cathy McClay	Wreath Fundraiser	November	Organizes this fundraiser
Patricia Nenaydykh	Candle Fundraiser	September	Organizes this fundraiser
Janis Katz	Gold C Book Fundraiser	Aug - Sept	Organizes this fundraiser
Tracy Montague/Carol Reinke	Poinsettia Fundraiser	December	Organizes this fundraiser
Tracy Montague/Carol Reinke	Geraniums	May	Organizes this fundraiser
Angela Ruidl	Mr. Z's	September	Organizes this fundraiser
Carol Jaciuk	Uniform Orders	Organizes ordering, paying, shipping and sizing of uniforms.	
Janis Katz	Assistant Uniform Orders	Assists at all fittings and helps sort and distribute	
Cindy Voissem	Assistant Uniform Orders	Assists at all fittings	
Annette Maloney	Gym Clothing/Bag Orders	Organizes ordering, paying, and shipping of Parent Shirts, Jackets, Bags, Etc.	
Laura Konle	Level 4 Team Rep	Is responsible for relating all pertinent team information to all team members. This includes change of practice times and change of meet times/ locations. Also includes gathering money for coaches gifts, and other special occasions.	
Donna Dorschner	Level 5 Team Rep		
Susan Rihawi	Level 6 Team Rep		
Lisa Harris	Level 7 Team Rep		
Kelly Thompson	Level 9 Team Rep		

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Tracy Montague	Level 10 Team Rep	
Annette Maloney	Banquet Chairperson	Organizes all aspects of the End of Year Banquet. This includes setting the date and menu, tracking reservations and payment, coaches gifts, decorations, etc.
Bridget Thyne	Banquet Committee	
Cheryl Davies	Banquet Committee	
Amy Ciocarelli	Banquet Committee	
Janis Katz	Banquet Committee	
Board Secretary	Parent Handbook	Updates the Parent Handbook as needed
Cathy McClay	Mentor Coordinator	These are families that help new families with any questions they may have. They offer encouragement when it comes to competing, explanations to fundraising, assessments, and Swiss Cup.
Cheryl Davies	Mentor Co-Coordinator	
Amy Ciocarelli	Mentor	
Melissa Clausen	Mentor	
Patricia Nenaydykh	Mentor	
	Mentor	
	Mentor	
	Mentor	
	Spring Exhibition Concessions	Organizes the volunteers for cooking and serving at the Spring Exhibition. Places Sign-Up lists. Plans menu, shops for food and serving items, assigns donations to all club families, cooks food as necessary.
	S.E.C. Committee	
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	S.E.C. Committee	
Annette Maloney	Web Site Administrator	Updates the Swiss Turners web site with Booster Club Information.
Annette Maloney	Publicity Director	Notifies Newspapers and other Media of Competition Results
Swiss Cup Volunteers		
Mike Ciocarelli	Meet Director	Is in charge of any meets the STBBC runs. Must be safety certified.
Annette Maloney	Assistant Meet Director	Assists the Meet Director.
Janis Katz	Financial Chair	Handles all monies, change orders, and financial record keeping.
Lisa Harris	T-shirt Chair	Works with Decorations and Meet Book to design, handles orders.
	T-Shirt Assistant	Handles orders, sorting, and delivery of T-shirts
Annette Maloney	Registration Chair	Keeps record of teams/athletes that register.

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Annette Maloney/Bridget Thyne	Scoring Chair	Enters athletes into computer, places Sign-up lists.
Melissa Clausen	Volunteer Chair	Coordinates volunteers at the meet.
Annette Maloney	Runners/Flashers Chair	Organizes the volunteers at the meet. Places Sign-Up lists.
Janis Katz	Admissions Chair	Organizes the volunteers at the meet. Places Sign-Up lists
Mike Jaciuk	Awards Chair	Orders/ designs awards
Carol Jaciuk	Awards Assistant	Helps Awards Chair sort and distribute awards during the meet.
Cindy Voissem	Awards Assistant	Helps Awards Chair sort and distribute awards during the meet.
	Meet Book Chair	Designs Meet Book. Solicits advertisements from area business to help offset printing costs. Works with registration to receive names of athletes, and Decorations for design of cover. Writes Welcome Page.
Cheryl Davies	Meet Book Comm	
Myron Dorshak	Meet Book Comm	
	Meet Book Comm	
	Meet Book Comm	
	Sponsor Chair	Organizes sponsor search/sign-up for meet.
BethAnn Christiansen	Cleaning Chair	Organizes the volunteers at the meet. Places Sign-Up lists.
	Cleaning Committee	
Donna Dorschner	Concessions Chair	Organizes the volunteers at the meet. Places Sign-Up lists. Plans menu, shops for food and serving items, assigns donations to all club families, cooks food as necessary. Maintains inventory for future meets.
Chris Rauls	Concessions Comm.	
Lisa Harris	Concessions Comm.	
	Concessions Comm.	
Amy Ciocarelli	Decorations Chair	Creates theme for the meet. Helps create cover design for meet book and T-shirts. Organizes music and script for announcers. Decorates gym. Organizes March-In.
Susan Rahawi	Decorations Comm.	
Pam Kallas	Decorations Comm.	
Lisa Harris	Decorations Comm.	
	Decorations Comm.	
	Announcer -1	MCs the meet. Announces teams, warm-ups, and awards.

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	Announcer /Nat'l Anthem		MCs the meet. Announces teams, warm-ups, and awards.
	Announcer -2		MCs the meet. Announces teams, warm-ups, and awards.
	Judges Room Chair		Plans menus and snacks for the judges during the meet. Also secures hotel rooms and anything else for the judges
Joyce Tighe	Judges Room Co-Chair		
Anne Fee		Judges Room Comm.	
Cheryl Davies		Judges Room Comm.	
Patricia Nenaydykh		Judges Room Comm.	