

## ***Roles & Responsibilities***

### **Steering Board**

*The Steering Board is responsible for setting the overall direction of SGT initiatives. The Board is responsible for review and approval of new initiatives. The Board is responsible for approving SGT expenditures and donation solicitation.*

*The SGT Board is comprised of 12 members, which include committee Chairs/Captains (5) and 7 active SGT volunteers. Some of the Board detail responsibilities are:*

- Recommend and Establish Policy & Procedures
- Recommend and approve Annual Donation Amounts
- Budget Review and Approval
- Review and Approve/Deny Non-Budget related expenses
- Review/Recommend Approve event Food Menu & Site Selection
- Recommend/Approve new initiatives
- Decision of the Board are based on majority voting (7 votes constitute a majority)

## ***Roles & Responsibilities***

### **Finance & Budgeting Committee**

*This committee will develop the budget, pay the bills and manage SGT finances. The committee also works closely with Fundraising & Special Projects Committee to track donations and other fundraising activities.*

*The committee is comprised of the Chair/Captain, Treasurer and volunteers. Some of the committee detail responsibilities are:*

- Create and Manage Budget for Annual Tailgate Event
- Manage all funds and banking responsibilities
- Collect all monies from donations, fees and fundraising activities
- Track all expenses and donations
- Maintain copies of receipts from all expenses
- Compile detail financial report of the SGT Tailgate event
- Propose Budget for Finance & Budgeting Committee - upcoming year

### **Fundraising & Special Projects Committee**

*This committee is responsible for raising money to pay for event. Also the committee is responsible for special projects that promote the Annual Tailgate Event.*

*The committee is comprised of a Chair/Captain and Volunteers. Some of the committee detail responsibilities are:*

- Solicit donations and participation from Golden Tiger Football Family
- Select Vendor(s) to be used for T-Shirts and other souvenirs
- Estimate/Order T-shirts or other tailgate souvenirs
- Coordinate T-Shirt orders with sizes; collect monies and distribute T-shirts.
- Coordinate sale of all other souvenirs
- Coordinate Game Program Ad
- Provide detail report of all expenses, sales and donations
- Provide all expense receipts to Captain of Finance & Budget Committee
- Propose Budget for Fundraising & Special Projects Committee - upcoming year

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### **Food & Beverages Committee**

*This committee is responsible for the planning, purchase, preparation and storage of food and beverage for events. The committee implements cost and portion controls to ensure budget is achieved. The committee exercise safety, personal hygiene and general handling of food and beverages.*

*The committee is comprised of a Chair/Captain and Volunteers. The Chair/Captain may appoint sub-committee(s) Leads from the available volunteers. Some of the committee detail responsibilities are:*

- Propose Tailgate Menu - upcoming year
- Propose Budget for Food & Beverages Committee - upcoming year
- Provide all expense receipts to Captain of Finance & Budget Committee
- Select best option Catering versus Internal Food Preparation
- Determine and reserve needed equipment (tents, grills, fryers, serving tables, coolers, utensils, etc.)
- Purchase required food, condiments, sauces, spices ect based on approved menu
- Arrange for their storage and delivery of food related items to the tailgate site
- Make assignments for preparing meals, cooking and cleanup
- Make shopping list
- Purchase paper plates, napkins, tablecloths and plastic silverware
- Purchase Ice for keeping food and beverages cold
- Purchase Non-Alcohol Beverages
- Arrange/Plan for delivery and storage of Beverages (coolers, ice).
- Establish portion and cost controls to ensure budget is achieved
- Establish and follow best practices for handling food and beverages
- Layout/Setup/Maintenance of beverage serving stations at event

## ***Roles & Responsibilities***

### **Site Management Committee**

*The committee is responsible selection of event site (location); setup of event site; maintenance of event site; and breakdown of event site. The committee is also responsible for negotiating lodging/accommodations for the Golden Tiger Football family.*

*The committee is comprised of a Chair/Captain, Safety/Security Coordinator, Event Coordinator and Volunteers. Some of the committee detail responsibilities are:*

- Propose Budget for Site Management Committee - upcoming year
- Provide all expense receipts to Captain of Finance & Budget Committee
- Select, recommend and secure tailgate space
- Layout and Setup tailgate space
- Acquire/Hang Banners & Signs
- Coordinate and acquire all Site Equipment (tent, tables, chairs, ect)
- Coordinate breakdown of Site related Equipment
- Negotiate and Coordinate Hotel Accommodations
- Arrange water/electrical feeds when available
- Arrange/Maintain Trash Cans at tailgate site \

### **Liaisons to Site Committee**

#### **Safety/Security Coordinator**

- Arrange for first-aid kit to be at event
- Prepare/Plan for contacting appropriate Tuskegee Public Safety officials when required
- Plan/Monitor/Resolve any unsafe conditions during event planning or unsafe condition arising during the event.
- Ensure planning of event include proper liability disclosures

#### **Event Coordinator**

- Create/Coordinate Homecoming Itinerary
- Group Photo Scheduling
- Manage guest book to collect signatures, addresses, and other important information
- Plan activities and entertainment (music, card games, ect)
- Coordinate individual photos of all activities

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### **Communications Committee**

*The committee is responsible for providing timely updates to the Golden Tiger Football family using various channels of communication. The committee is also responsible for maintaining a contact database; and management of committee meeting minutes/records.*

*The committee is comprised of a Chair/Captain and Volunteers. Some of the committee detail responsibilities are:*

- Propose Budget for Communications Committee - upcoming year
- Provide all expense receipts to Captain of Finance & Budget Committee
- Website Maintenance/Design
- Image Editing (photos, web images)
- Provide timely updates to SGT family (Email/Facebook/Twitter/Phone/Mail)
- Create/Manage Surveys related to events
- Maintained Contact Database of SGT family
- Coordinate Registration/Pre Registration Process
- Notify event participants when donations are received
- Monitor/Manage SGT email accounts and respond when appropriate
- Schedule Committee meeting; Record/Distribute Meeting Minutes

\*\*\*\*\* End of Document \*\*\*\*\*