



NORTHGATE BRONCO BOOSTERS OVERVIEW

The Northgate Bronco Boosters Club is made up of proud parents, faculty, and sponsors of all Northgate High School's athletic teams and certified Athletic Trainer and Sports Medicine program. The Boosters' efforts and financial support benefit more than 1,200 student athletes and 30 teams. We provide in excess of \$100,000 per year to help drive Northgate Athletics to the top of the league by raising funds through Boosters Club membership fees, the annual Crab & Pasta Feed, and other fundraising activities.

THE ROLE OF THE BOOSTERS CLUB SECRETARY

The Bronco Boosters Secretary oversees the coordination and recording of Boosters meetings each month. The key responsibilities include:

Meeting Coordination: Schedule and organize meetings for the Boosters Club monthly, including sending out notices, meeting details, agendas, and meeting reminders to the Boosters Board and all Athletics Department stakeholders. Maintain an accurate distribution list of the Boosters club meetings.

Meeting Minutes: Record accurate minutes of all Boosters Club meetings. Review AI transcriptions for accuracy. After meetings, distribute minutes to the Executive Board for review and post approved minutes to Boosters website for community access.

Document Management: Organize and maintain important documents, such as bylaws, Board directory, meeting agendas, minutes, and forms. Ensure that documents are easily accessible to Boosters Club Members and the Athletics community on the organization website.

Communication Liaison: Monitor Boosters email inbox and direct correspondences to the Boosters Board and Athletics staff. Relay important information and updates to ensure transparency and engagement within the Club.

Inquiries or interest? Please contact the Executive Board at execboard@broncoboosters.org.