

Team Liaison Roles & Responsibilities

Business Management

1. Collect and track donations, including preparing and sending out donation request letters
2. Make deposits and submit check requests
3. Verify accuracy of monthly P&L statements
4. Coordinate team fundraising
5. Establish team budget in conjunction with coach while considering short and long- term needs
6. Coordinate with coach regarding team's ASB account, if applicable

Coach Support

1. Communicate with coach regarding team needs
2. Establish procedure for obtaining signatures on check requests
3. Send communications to parents from coaches
4. Obtain information from coach for team webpage and publish

Communication

1. Maintain and update team's lcc-athletics team page
2. Share MAB information with team as requested
3. Share coach communications with parents as requested
4. Keep an open line of communication between yourself and parents
5. Communicate with MAB President, Bookkeeper, and Athletic Director regarding any questions or issues that arise

Social Activities

1. Coordinate team social activities, including kick off parties & end of season banquets
2. Coordinate gifts for coaches and other volunteers

LCC, Foundation, and MAB Support

1. Ensure parents know how to share feedback about LCC Athletics programs
2. Attend all MAB meetings or send a team representative if unable to attend, including off-season
3. Encourage team and their families to attend fundraising events hosted by other teams, the Foundation and LCC

Succession Planning

1. Keep detailed records of what you do throughout the year, including maintaining a timeline
2. Keep all passwords and vendor contact information
3. In conjunction with the coach, identify your successor
4. facilitate the transition between yourself and your successor

