

EXECUTIVE BOARD JOB DESCRIPTIONS OF ATASCOCITA HIGH SCHOOL ALL SPORTS BOOSTER CLUB

PRESIDENT:

The President shall preside at all meetings. The President shall appoint all Standing Committee Chairpersons. The President shall cast the deciding vote in all Executive Board, and membership meetings in the event of a tie vote. The President shall submit an annual report on the operation the AHS Booster Club at the May meeting of the membership. The President may authorize expenditures up to \$500.00 without approval of the Executive Board.

1st VICE PRESIDENT / MEMBERSHIP:

The First Vice President shall exercise the powers of the President in the President's absence and shall succeed to the office of the President the following year or when the office becomes vacant. The First Vice President shall be the chairperson of the Membership Committee.

2ND VICE PRESIDENT:

The Second Vice President shall coordinate All-sports Representatives.

SECRETARY:

The Secretary shall take minutes at all meetings of the Executive Board and general membership and perform such other duties as the Executive Board may direct.

TREASURER:

The Treasurer shall keep all financial records for the club and act in accordance with the provisions of Article VII of these by-laws. The Treasurer is responsible for monthly reconciliation of the AHS Athletic Booster Club bank account and presenting this information at all monthly board meetings. All tax reports and filings are the responsibility of the Treasurer. The Treasurer will submit to an outside audit at the discretion of the Executive Board and/or the Principal. An internal audit will be performed on an annual basis within forty-five (45) days of the fiscal year end. The audit committee will be formed at the March meeting and will consist of three (3) members in good standing. The Treasurer is responsible for attempting to collect any unpaid checks presented to the AHS Athletic Booster Club. The Treasurer shall present a proposed budget at the May meeting.