

BCHS Music Boosters, Inc.
Booster Club Officer Position Descriptions

President:

The president of the Booster Club has prior experience with the club. The major duties include, but are not limited to:

- Perform duties as outlined in the bylaws of the organization
- Preside at all meetings of the Booster Club
- Regularly meet with the Sponsor or Choir Director regarding booster activities
- Regularly meet with the Treasurer of the club to review the organization's financial position
- Resolve problems in membership

Vice President:

The vice-president acts as the president's representative in his/her absence. The vice-president must remain familiar with the organization's day-to-day operations in order to be an engaged leader. The major duties include, but are not limited to the following:

- Preside at meetings in the absence of the president
- Perform administrative functions as delegated by the president
- Perform other specific duties as outlined in the bylaws of the organization

Treasurer:

The most active and perhaps time consuming job in a club is the role of Treasurer. Therefore, carefully consider the following list before applying for this role. The Treasurer is ultimately responsible for assuring that all financial records are maintained and taxes are filed on time to avoid penalties and loss of exemption. The Treasurer is the authorized custodian of the funds of the Booster Club. The major duties include, but are not limited to:

- Attend all Booster Club meetings to provide answers to budget and finance questions related to activities planned by the club
- Manage all money associated with the club
- Maintain an accurate account of all money received and distributed
- Prepare the club's annual budget (work with the Booster Club Officers) and submit to the principal/board as stated in the bylaws
- Issue receipts for all monies received
- Deposit cash donations immediately upon receipt. No cash is to go home with any Booster Club Officer. Deposit checks within 5 days of receipt.
- Regularly review bank account transactions and resolve any discrepancies immediately
- Present detailed monthly financial reports to the Booster Club Officers. Copies of supporting material should be available for review by the general membership if

requested and questions answered promptly. Copies of monthly financial reports should be provided upon request.

- File annual IRS federal tax Form 990, 990-N (e-postcard) or 990-EZ within 4 ½ months of the Booster Club's fiscal year end
- Submit records to audit committee appointed by the organization at the end of the year
- Other specific duties as outlined in the bylaws of the organization

Secretary:

The secretary is responsible for keeping accurate records at club meetings (i.e., minutes) and providing monthly meeting minutes to the club members. The secretary should have a thorough understanding of proper meeting procedures (i.e., Robert's Rules of Order:

<http://www.rulesonline.com/>). The major duties include, but are not limited to the following:

- Attend all Booster Club meetings and take meeting minutes
- Type meeting minutes and send to Booster Club Officers for edits/approvals following each meeting
- Understand bylaws and standing committee rules
- Record meeting attendance and committee listings

Event Coordinator:

The event coordinator is responsible for helping to plan and organize Booster Club events (i.e., fundraising events, concert events)

- Attend all Booster Club meetings to provide updates on the status of events and activities
- Help purchase and organize supplies for all events
- Head up teams for events (i.e., set up and tear down)
- Help in planning events
- Organize decorations, supplies, etc as needed for events

Publicity/Social Media Manager:

The Publicity/Social Media Manager is responsible for most of the social media output and online presence as well as publicizing of events, meetings, and booster activities.

- Attend Booster Club Meetings
- Work with the Events Coordinator to ensure dates are identified that need to be posted online
- Maintain social media presence of the Booster Club including posting upcoming events and meeting dates
- Post pictures following events when possible