

President

The President has overall responsibility for MVAB. Duties of the President include:

- a) Preside at all meetings of the MVAB, BoD, and EB
- b) Be the principal spokesperson for the MVAB related to interactions with the school administration in regard to policy issues
- c) Be one of the principal EB members that may disburse checks from the MVAB account(s)
- d) Be the point of contact for management of capital improvements
- e) Shall exercise and perform such duties as may be assigned from time to time by the EB

Vice President(s) (minimum of one (1))

The Vice President(s) has the responsibility to support the President in the execution of the mission of the MVAB. Duties of the Vice President include:

- a) Perform such duties as assigned from time to time by the EB to support overall operations and fundraising efforts.
- b) Assist in the oversight & support of committees, as assigned.
- c) May be granted authorization to disburse checks from the MVAB account(s)
- d) In the absence of the President, preside at meetings of the MVAB, BoD and EB

Treasurer

The Treasurer has overall responsibility for financial management of MVAB. Duties of the Treasurer include:

- a) Keep an accurate record of receipts and disbursements, paying out funds only as authorized
- b) Act as primary signatory on disbursement checks
- c) Present a statement of accounts at MVAB monthly meetings
- d) Manage MVAB account(s)
- e) Keep accurate records of projects funded and their funding status
- f) As needed, propose a Three-Year Capital Project Plan that provides an estimate of projected capital expenditure needs for the Club/Team programs in support of the budget planning process
- g) As needed, prepare an annual budget at the end of each school year with projected income and expenses based on the previous year's budget and the Three-Year Capital Project Plan as available

Secretary

The Secretary has overall responsibility for documenting the discussion and outputs of MVAB meetings. Duties of the Secretary include:

- a) Keep accurate minutes of meetings of the MVAB, BoD, and EB and distribute those minutes to participants of those meetings
- b) Provide notification of MVAB meetings and maintain copies of all pertinent MVAB records, including any pertinent handouts or attachments discussed at any meeting.
- c) Keep an accurate record of contact information of EB members, Sports Liaisons, and committee members
- d) Perform such duties as assigned from time to time by the EB

Snack Shack Committee

Responsible for the operation of the Snack Shack and its equipment in support of home football games and other sports events held at the Monte Vista Stadium. Duties include:

- a) Organize volunteer staff from all teams
- b) Inventory and stock Snack Shack for MVAB football games
- c) Prepare cash income to be verified and deposited by an authorized MVAB officer
- d) Maintain rules and regulations used by MVAB and all other team users of the Snack Shack
- e) Work with MV Administration to prepare for health inspections by Contra Costa County
- f) Revise menu items as needed with EB approval
- g) Provide expense information (e.g., invoices and receipts) requests for payments, and revenues associated with the operation of the Snack Shack to the Treasurer

Spirit Wear Committee

Responsible for the purchase and sale of logo clothing and accessories in support of sports at MVHS and management of logo clothing on the MVAB web store. Revenues and expenses (with invoices and receipts) and inventory count shall be regularly reported to the Treasurer.

Advertising Committee

Responsible for the sale of all advertising at the Stadium including the scoreboard, banners and any sponsorships in support of MVAB. Pricing for advertising shall be approved by the EB. Duties include:

- a) Keep accurate records of the terms, status of payments of the advertising
- b) Payment collection
- c) Establish a standard contract for advertising
- d) Manage approval of new advertisers and associated advertising (signage) by MVHS Administration
- e) Provide expense information (e.g., invoices and receipts) requests for payments, and revenues associated with advertising to the Treasurer

Crab Feed Committee

Responsible for the planning and execution of the Annual Crab Feed Dinner fundraising event. The Crab Feed Committee shall determine the date, time, and place of the dinner and make arrangements for the dinner.

Fundraising activities such as an auction may be part of the dinner. All revenues and expenses (with invoices and receipts) shall be submitted to the Treasurer.

MVAB Services Committee

Responsible for the management and execution of MVAB support functions:

- a) Maintain master Sports Liaison list and fill open Sports Liaison positions as needed
- b) Coordinate MVAB events with associated Chairpersons (ex. Halftime Field Goal Contest, Collegiate Athlete Recognition Lunch)
- c) Coordinate corporate, individual, and team donations for MVAB fund raising events such as the Crab Feed
- d) Manage the annual election process:
 - Solicit candidates at the January MVAB meeting
 - Collect nominations through end of February
 - Prepare and present annual election slate at March MVAB meeting
 - Conduct election at April MVAB meeting
 - Document and submit to Secretary election results