

DUTIES OF BOARD MEMBERS

- **Section 1.** The President shall:
 - a) Conduct all meetings of the Booster Club and set meeting agendas
 - b) Vote on any requests for expenditure in excess of \$250.00
 - c) Be a member, ex-officio¹, of all committees
 - d) Appoint committees and appoint the chairperson of each as necessary to ensure the responsible operation of the booster club.
 - e) Co-sign and approve checks for expenditure with the Treasurer
 - f) Coordinate with the Conifer Lobos Varsity Head Coach and the Booster Club Treasurer the preparation of an operating budget in advance of the fiscal year. The budget will be presented to the Board Members and general membership for approval in October.

- **Section 2.** The Treasurer shall:
 - a) Be responsible for keeping a full and accurate record of all financial matters of the Booster Club.
 - b) Vote on any requests for expenditure in excess of \$250.00
 - c) Be responsible for the billing, collection, receipt, dispersal, and recording of contributions and all Booster Club funds as directed by the membership and Board Members.
 - d) Maintain a permanent and accurate set of records detailing all funds received, deposited, and disbursed. These records shall be the permanent property of the Booster Club and shall be available for examination by its members.
 - e) Be responsible for the disbursing of expenditures approved of and authorized by the membership and the Board.
 - f) Give detailed and accurate report of all receipts and expenditures at all regular Booster Club meetings and Executive meetings.
 - g) Present an annual audited financial report within two months of the end of the Booster Club fiscal year. The Booster Club fiscal year shall be October 1 through September 30.
 - h) Co-sign and approve checks for expenditure with the President

- **Section 3.** The Recording Secretary shall:
 - a) Keep an accurate record of the minutes of all meetings of the Board and all regular Booster Club meetings.
 - b) Vote on any requests for expenditure in excess of \$250.00
 - c) Perform other such similar duties as delegated by the President.
 - d) Be responsible for all correspondence including notices of meetings, i.e. phone committees.
 - e) Maintain a list of all Booster Club Members, parents/guardian, players and coaches names, addresses, e-mail addresses, and telephone numbers. Distribute this contact information to all families within the program.

- **Section 4.** The Senior Parent Representative shall:
 - a) Act as liaison for matters that any senior parent/guardian or senior player may wish to bring to the attention of the board.
 - b) Vote on any requests for expenditure in excess of \$250.00
 - c) Oversee designated fund raising efforts as assigned.

- **Section 5.** The Junior Parent Representative shall:
 - a) Act as liaison for matters that any junior parent/guardian or junior player may wish to bring to the attention of the board.
 - b) Vote on any requests for expenditure in excess of \$250.00
 - c) Oversee designated fund raising efforts as assigned.

- **Section 6.** The Sophomore Parent Representative shall:
 - a) Act as liaison for matters that any sophomore parent/guardian or sophomore player may wish to bring to the attention of the board.
 - b) Vote on any requests for expenditure in excess of \$250.00
 - c) Oversee designated fund raising efforts as assigned.

- **Section 7.** The Freshman Parent Representative shall:
 - a) Act as liaison for matters that any freshman parent/guardian or freshman player may wish to bring to the attention of the board.
 - b) Vote on any requests for expenditure in excess of \$250.00
 - c) Oversee designated fund raising efforts as assigned.