

2019-20 WHS Bands & Guard Boosters Open Board Position Descriptions

IN-COMING PRESIDENT:

- Assist and shadow the current President (Jeannine Hall) in all her/his duties for one year and then take over the President role.
- The President positions is to:
Preside at all meetings of the organization and of the Executive Board and create agendas for meetings.
- Coordinate the work of the officers and committees.
- Be an ex-officio member of all committees.
- Be a signatory on the Booster bank account.
- Maintain under his/her control any/all card swipe technology tools (mobile POS hardware). The President is authorized to designate the In-Coming President, Vice-President, Treasurer; Vice Treasurer, Secretary, or Member-at-Large to possess and/or utilize the technology when necessary.
- Coordinate the proxy vote on years when the Vice President is on the ballot.

VICE PRESIDENT:

- Preside at meetings in the absence of the President.
- Conduct the annual Booster membership campaign.
- Assist the Treasurer or Vice Treasurer and any other officers in collection and recording of all membership dues received at registration.
- Be responsible for publicity of fundraising projects.

- Be a signatory on the Booster bank account.
- Open and close meetings and keep track of the meetings' time as it relates to the agenda.
- Run the annual Booster Executive Board elections by proxy and at the Awards Night in May.

TREASURER and VICE TREASURER (Shared Duties):

- Have custody of all funds of the organization.
- Keep a full and accurate account of receipts and expenditures and make disbursements as authorized by the Board.
- Ensure that all monies are deposited to the band booster bank account within thirty days of receipt of said funds by the Treasurer or Vice Treasure.
- Present a financial statement at every meeting.
- Maintain a revenue category within the financial records which clearly identifies that it was obtained from a Credit Card (POS) Transaction. The Treasurer or Vice Treasure will report data from this category at every meeting.
- Be a signatory on the Booster bank account and require two signatures on any check in excess of \$500.00.
- Present year-end actual expenses at yearend meeting.
- Email the band financial reports to the General Boosters each month.

We recommend that candidates review the position responsibilities and other information in the WHS Bands and Guard Booster by-laws by contacting Booster Secretary Haven Schauer at haven.schauer@gmail.com