

BOARD OF DIRECTORS DUTIES

The duties of the **President** shall, at a minimum, consist of the following:

- a. General supervision and direction of the Boosters. The scope of the President's authority is limited insofar as he or she shall have no governing authority in making policies or rules without the approval of the Board of Directors.
- b. Preside at all Board of Directors, General, and Special meetings.
- c. Prepare the agenda for all Board of Directors, General, and Special meetings.
- d. Be apprised of all activities, projects, and affairs of the Boosters.
- e. Keep the Board of Directors and members informed on all issues.
- f. Co-sign checks with the Treasurer.
- g. Form all committees and be an ex-officio member of all committees.
- h. Oversee the activities of all committees as they relate to reports and responsibility.
- i. Meet with the Head Varsity Baseball Coach, Assistant Principal of Student Activities, the Athletic Director, Sweetwater Union High School District (SUHSD) officials, and the public (as needed).
- j. Ensure that the filing and submission of necessary documents is accomplished accordingly so that the Boosters maintain the 501(c)(3) status and be in good standing and active with the Internal Revenue Service.
- k. Ensure the proper filing of annual paperwork to SUHSD to validate the status of the Boosters as an approved organization.
- l. Prepare an end of the year report to assist the incoming President.

The duties of the **Vice President** shall, at a minimum, consist of the following:

- a. Act for the President in his/her absence.
- b. Serve as a parliamentarian to ensure (1) the By-laws are followed and maintained, and (2) meetings are orderly and on-time.
- c. Co-sign checks in the absence of the President or Treasurer.
- d. Be an ex-officio member of all committees.
- e. Be apprised of all activities, projects, and affairs of the Boosters.
- f. Conduct the ballot votes at the annual election meeting.
- g. Keep the President informed on all issues.
- h. Prepare an end of the year report to assist the incoming Vice President.

The duties of the **Secretary** shall, at a minimum, consist of the following:

- a. Record the minutes at all Board of Directors, General, and Special meetings.
- b. Distribute the minutes from the previous meeting to the Board of Directors at least one (1) week prior to the next meeting for review and approval.
- c. Prepare official correspondence for the Boosters.
- d. Maintain a record of all agendas, minutes, and financial reports.
- e. Update the By-laws each year, as necessary.

- f. Assist the Treasurer with maintaining full and complete financial records.
- g. Assist the Treasurer with monthly financial reports.
- h. Assist the Treasurer in preparation of the annual end of year statement to the Olympian High School Principal.
- i. Prepare an end of the year report to assist the incoming Secretary.

The duties of the **Treasurer** shall, at a minimum, consist of the following:

- a. Maintain full and complete financial records.
- b. Maintain the Boosters checkbook, review and reconcile the monthly bank statement(s), and prepare all checks for disbursement after verification that the materials or services have been received.
- c. Be responsible for all banking activities and reporting activities to the Board of Directors.
- d. Ensure that current and proper signature cards are on file in the bank for signing checks.
- e. Sign checks for authorized expenditures as reviewed and approved by the Board of Directors.
- f. Provide money for cash boxes, when necessary, for fundraising events and other events.
- g. Present monthly financial reports, including the bank statements, to the Board of Directors. This report will be submitted at least three (3) days prior to each monthly meeting.
- h. Prepare annual financial reports.
- i. Collect all money due in a timely manner. Money owed and collection days shall not lapse beyond a total of fifteen (15) business days. Circumstances exceeding fifteen (15) business days must be disclosed and discussed with the Board of Directors for mitigation and further action and procedures.
- j. Collect all monies and deposit them within one (1) week of receipt into the Boosters bank account or appropriate account, as necessary.
- k. Prepare for the President's and Vice President's review, an annual end of year statement to be submitted to the Olympian High School Principal by December 1. The prepared statement must be reviewed and approved by the Board of Directors at least fifteen business days prior to submission to the Olympian High School Principal. The Head Varsity Baseball Coach will be apprised of the statement prior to submission to the Principal.
- l. Ensure that the Boosters is operating in compliance with (1) the Internal Revenue Code for a 501(c)(3) organization, and (2) all taxation documentation including the IRS form 990 EZ or applicable tax filing documents required.
- m. Coordinate with the Auditor(s) and provide copies of bank statements upon request by the Auditor(s).
- n. Prepare an end of year report to assist the incoming Treasurer.

The duties of the **Fundraising Director** shall, at a minimum, consist of the following:

- a. Coordinate all fundraising events and communicate, as necessary, with the Concessions

Director and Merchandise Director.

- b. Coordinate volunteers for each fundraising event.
- c. Communicate collection of money from sales at each fundraising event to the Executive Board of Directors.
- d. Provide updates at the Board of Directors and General meetings on upcoming and previous fundraising events.
- e. Prepare an end of year report to assist the incoming Fundraising Director.

The duties of the **Concessions Director** shall, at a minimum, consist of the following:

- a. Coordinate the concession stand operations and communicate, as necessary, with the Fundraising Director, Merchandise Director, and Media Director.
- b. Coordinate volunteers to cover shifts for the concession stand including setting-up/breaking-down the concession stand.
- c. Coordinate snacks and beverage donations from Booster members.
- d. Purchase snacks and beverages for the concession stand.
- e. Create a pricing list for the snacks and beverages. The pricing list must be approved by the Executive Board of Directors.
- f. Create an inventory stock ledger and update it before and/or after each concession fundraising event.
- g. Obtain the cash box from the Treasurer for each concession fundraising event.
- h. Properly document the starting and ending amounts in the cash box for each concession fundraising event and communicate the amounts with the Treasurer.
- i. Properly document electronic payments (e.g., Venmo and Zelle) at each concession fundraising event.
- j. Provide updates at the Board of Directors and General meetings on upcoming and previous concession fundraising events.
- k. Prepare an end of year report to assist the incoming Concessions Director.

The duties of the **Merchandise Director** shall, at a minimum, consist of the following:

- a. Provide recommendations and purchase revenue-generating merchandise for sale by the Boosters. All purchases shall be reviewed and approved by the Executive Board of Directors.
- b. Supervise all sales and maintain an accurate record of inventory, receipts of purchases and sales.
- c. Communicate collection of money from sales to the Executive Board of Directors.
- d. Coordinate the sale of merchandise at fundraising events and communicate, as necessary, with the Fundraising Director, Concessions Director, and Media Director.
- e. Coordinate volunteers to sell merchandise.
- f. Create a pricing list for the merchandise. The pricing list must be approved by the Executive Board of Directors.
- g. Create an inventory stock ledger and update it, as necessary.
- h. Coordinate with the Head Varsity Baseball Coach on purchasing new uniforms.

- i. Provide updates at the Board of Directors and General meetings summarizing the monthly status of inventory, the total purchases and sales by product, and the monthly profit/loss on merchandise
- j. Prepare an end of year report to assist the incoming Merchandise Director.

The duties of the **Media Director** shall, at a minimum, consist of the following

- a. Promote the Olympian High School baseball program and all Boosters fundraising events and merchandise in various social media platforms (e.g., Facebook and Instagram).
- b. Coordinate, as necessary, with the Fundraising Director and Merchandise Director.
- c. Provide reports at the Board of Directors and General meetings.
- d. Prepare an end of year report to assist the incoming Social Media Director.

The duties of the **Field Director** shall, at a minimum, consist of the following:

- a. Support the Olympian High School Baseball Program by helping to maintain and upgrade the varsity and junior varsity baseball fields.
- b. Coordinate volunteers.
- c. Provide updates at the Board of Directors and General meetings.
- d. Prepare an end of year report to assist the incoming Field Director.