

Rouse High School Cheer Booster Club Executive Board Descriptions

President

The president should be an individual who has previously been active in the organization. Their duties include, but are not limited to, the following:

- Coordinate communications between the Coach(es) and the Club members.
- Coordinate the work of the officers and committees of the organization in order that the purpose may be promoted.
- Be responsible for the monthly agenda.
- Preside at all meetings of the organization.
- Resolve problems in the membership.
- Regularly meet with the treasurer of the organization to review the organization's financial position.
- Schedule annual audit of records or request an audit if the need should arise during the year.
- Perform any other specific duties as outlined in the bylaws of the organization.

VP

The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization's activities. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president/co-presidents to serve.
- Perform administrative functions delegated by the president.
- Arrange for meals and transportation for the team(s) as requested by the coaches, administration, or president.
- Oversee Fundraising activities.
- Work with Coach(es) to prepare a Fundraising plan to be voted on by the Executive Board and general membership in May of each year.
- Obtain Approval for Fundraisers from LISD Administration
- Perform other specific duties as outlined in the bylaws of the organization.

Treasurer

The treasurer is the authorized custodian of the funds of the association. The major duties include, but are not limited to, the following:

- Serve as chairperson of the Scholarship and Financial Review Committee.
- Issue a receipt for all monies received and deposit for said amounts on a weekly basis (daily if receipts on hand exceed \$ 250.00)
- Present a current financial report to the executive board and general membership within thirty days of the previous month end. Copies should be available for review by the general membership within a reasonable time frame, if requested.
- File financial reports by September 1st each year with the district executive board.
- Maintain an accurate and detailed account of all monies received and disbursed.
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.

- File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office.). (Have we done this in the past?)
- File annual IRS form 90, 990-T, 990-N or 990-EZ in a timely manner.
- Work with coach(es) to prepare an annual budget to be voted on by the membership
- Other specific duties as outlined in the bylaws of the organization.

Secretary

The secretary is responsible for keeping accurate records of the proceedings for the organization and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings and have a thorough knowledge of parliamentary law and the organization's bylaws. The major duties include, but are not limited to, the following:

- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing.
- Record all business transacted at each meeting of the booster as well as meetings of any executive board in a prescribed format.
- Maintain records of attendance of each member.
- Ensures that all parents have completed the annual volunteer registration and record of who are voting members of the Booster Club.
- Conduct and report on all correspondence on behalf of the organization.
- Makes the RHS Cheer Booster Club documents available to school administrators and district personnel as requested.
- Serves as Parliamentarian for the Booster Club, advising parliamentary law and matters of procedure when requested.
- Other specific duties as outlined in the bylaws of the organization.

Treasurer-Elect

The Treasurer-Elect shall assist the Treasurer in the performance of his/her duties, serve as co-signor on cheer booster funds and perform other duties as required by the EB. The Treasurer-Elect will be a member of the Financial Review Committee. The Treasurer-Elect will succeed to Treasurer in the school year following election as long as the individual remains otherwise qualified under the Bylaws. If the Treasurer-Elect does not succeed to the Treasurer, the office of Treasurer will be filled by the nominating process described. The Treasurer-Elect shall have a student in the cheer program with a classification of Junior, Sophomore, or Freshman. The Treasurer-Elect will take over the responsibilities of Treasurer in the event that the office is vacated. [SEP]

Social Coordinator

The Social Coordinator will chair the Hospitality/Social Committee and be responsible for communication of all activities in a timely manner and by appropriate channels. The major duties include, but are not limited to, the following:

- Maintains Booster Club information displayed on cheer program website, including but not limited to Booster Club approved forms, by-laws and other information pertinent to Booster Club business.
- Coordinates photo sharing website for team families and to create a cohesive location for gathering.
- Coordinates photographers for Junior Varsity, Varsity and special events.
- Public relations focal point for the RHS Cheer Booster Club.
- Other specific duties as outlined deems necessary by the Executive Board.