

East Meck Booster Club
Elected Positions

PRESIDENT

- Reside at all meetings of the Executive Board and the members.
- Appoint standing committee chairs with the concurrence of the Executive Board.
- Appoint and/or dissolve all other committees as required; serve as ex-officio member of all committees.
- Serve as the primary spokesperson for the Club, except as otherwise may be specified by the Executive Board.
- Hold and exercise full legal authority to execute on the Club's behalf any and all contracts, agreements, notes, deeds, mortgages, certificates, instruments, and other documents.

VICE-PRESIDENT

- Serve as the Vice President of the Club and perform all the duties of the President in his or her absence or unavailability.
- Perform such other duties as the President or Executive Board may, from time to time, assign to the Vice President.

SECRETARY

- Report on any recommendations made by the Executive Board.
- 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 Executive Board and the membership.
- Perform such other duties as the President or Executive Board may, from time to time, assign to the Secretary.

TREASURER

- Maintain a complete set of books of account in accordance with generally accepted cash basis accounting principles and practices.
- Make routine disbursements from the Club's general and specifically allocated funds.
- Receive and deposit monies of the Club in the Club's checking and/or savings accounts.
- Maintaining a detailed account of all monies received and disbursed.
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.
- Cause IRS Form 990 to be prepared and filed annually and all other required Federal and State reports as required to maintain the Club's designation as a charitable organization under Section 501(c)(3) of the Code.
- Present a current financial report to the Executive Board at its regular monthly meetings and to the general membership at each Annual Meeting.
- Perform such other duties as the President or Executive Board may, from time to time, assign to the Treasurer.