

ERHS Boys and Girls Golf Booster Club Board of Directors **Positions and Responsibilities**

January 2022

Board Positions:

- President
- Vice-President
- Treasurer
- Secretary
- Fundraising Director

Board Position Responsibilities:

President

The President shall:

- Preside over (or arrange for other members of the Board to preside over) meetings of the organization in the following order: Vice-President, Treasurer, Secretary and Fundraising Director.
- Meet regularly with the Treasurer to review the organization's financial position.
- Serve as the primary contact for the Athletic/Activities Director
- Represent the organization at meetings outside the organization
- Distribute organization membership communication to past, current, and potential members, athletes and coaches (email, text, mobile application, web design)
- Be a conduit for members, coaches, and athletes
- Coordinate the work of all the officers and committees so that the purpose of the organization is served.

Vice President

The Vice President shall:

- Assist the president and carry out the president's duties in their absence or inability to serve
- Be the second in charge of the organization and shall assist the President
- Perform administrative functions as determined by the Board or delegated by the President
- Responsible for the coordination, purchasing and distribution of team apparel, team gear and organization spirit wear.
- Work closely with the Treasurer to organize and collect all funds associated with apparel sales

Treasurer

The Treasurer shall:

- Be responsible for conducting the financial affairs of the organization as directed and authorized by the Board of Directors
- Keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the Board of Directors
- Present a financial statement at every board meeting and when requested by the executive board
- Assist in the preparation of the annual budget and help develop fundraising plans
- Reconcile all bank statements as received and resolve any discrepancies immediately
- Compile and submit all required financial information by state and federal governments
- Compile and submit annual PSO tax report

Secretary

The Secretary shall:

- Keep all records of the organization
- Give notice of all meetings of the Board of Directors
- Maintain the Board of Directors meeting minutes and all sub-committee meetings minutes
- Maintain a current and accurate listing of the Board of Directors, team coaches, athletes, and parents/guardians, including contact information (email, cell phone, etc.)
- Maintain the organization's documents, including meeting minutes, bylaws and membership lists, having the authority to certify any records, or copies of records, as the official records of the organization
- Conduct and report on correspondence on behalf of the organization.

Fundraising Director

The Fundraising Director shall:

- Lead the planning, development and management of fundraising initiatives
- Coordinate fundraising events & activities, including the oversight of fundraising sub-committee(s).
- Coordinate communication and marketing activities for fundraising events and activities
- Contribute creative ideas for new fundraising opportunities
- Identify and solicit contributions from donors
- Develop and maintain effective relationships with donors to enhance partnerships and retention
- Deliver a fundraising report at each board meeting