

ARTICLE VI: DUTIES OF OFFICERS

1. The President shall preside at all public meetings of the Booster Club and meetings of the executive board. The President shall coordinate the work of the officers and committees, to ensure that the goals of the organization are promoted. The President shall serve as the official spokesperson for the organization and shall act as the liaison between the Booster Club and the school. The President (or his/her designee), along with the Treasurer, is responsible for signing all Booster Club checks. The President shall prepare the agenda for all meetings.
2. The Vice-President shall assume the President's responsibilities in his/her absence, and shall assist the Executive Board as required.
3. The Secretary shall record the minutes of all meetings, maintain all correspondence, assist the President in the preparation of meeting agendas, and perform other such duties as may be delegated to the office.
4. The Treasurer shall receive all monies of the Booster Club, shall keep an accurate record of receipts and expenditures, and present a financial statement at Booster Club meetings and at other times when requested. The Treasurer shall submit the books and annual reports to an audit by June 15 of each year. The books shall be examined annually by an auditor, who shall then sign a statement of that fact at the end of the report. The auditor shall be appointed by the Executive Board for the following fiscal year no later than June 30 of each year.