

**Please join us at 7:00 pm in the Media Center May 10<sup>th</sup>, 2022 for the WM Booster meeting at Warren Mott High School.**

Attention WM Parents! We need Booster Executive Board Members. All Board positions are available for consideration. However, we need to fill **SEVERAL OPEN** Board positions preferable before the start of the 2022/23 school year. Those positions are President, Treasurer, Membership and VP of Fundraising. If you, or anyone you know that would be interested in serving our students, **PLEASE** reach out to any current Board member and nominate your choice.

Parents we need you as many of these positions will be vacant and if they are not filled Boosters may not be able to function in the manner intended. Please consider stepping up and being a part of a great organization.

Without Boosters many activities are affected. Boosters help with the cost of multiple dances, athletic requests, field trips and helping purchase different classroom supplies. Boosters is also responsible for both the indoor and outdoor concession stands and selling of apparel, which the profits from these contributes to the above items and activities. Without parent involvement these would cease to exist.

Please feel free to contact any of the current board members if you would like more information or you can email us at [wmbooster@gmail.com](mailto:wmbooster@gmail.com)

The bylaws and descriptions can be found on our website <http://www.warrenmottboosters.com/>

**Current Board**

President – Open Position  
VP Athletics – Mary Brockman  
VP Fundraising – Ashlee DeBerry – Graduating  
VP Communications – Jill Spangler  
Treasurer – Open Position  
Secretary – Angela Jacobi  
Membership – Open Position  
Concessions – Sara Grant  
Concessions Co Chair – Jennifer Tassell

**Positions**

**The President:**

1. Shall preside at all meetings of the Warren Mott High School Boosters Club.
2. Preside at all Executive Council meetings.
3. Vote on equal basis with all members.
4. Appoint necessary committees and committee chairpersons.
5. Enforce observance of the constitution and bylaws.
6. Appoint annual Veramay Scholarship committee.
7. Direct the secretary in preparation of meeting agendas.
8. Be responsible for all day-to-day operations of the club.
9. The Booster President may approve the expenditure of no more than \$100.00 between general membership meetings, with a simple majority vote of the remaining board members.
10. Act as one of the primary signature authorities (together with the Treasurer) for bank transactions.
11. Act as principal spokesperson for the club.

#### The Vice President(s):

1. Shall preside at meetings in the absence of the President.
2. Aid and assist the President.
3. Assist and coordinate committee work as requested
4. Can act as one of the secondary signature's authorities (together with the Treasurer) for bank transactions.

#### Communications/Information Vice President

1. Establish a calendar and record all school activities for the year. Update the website regularly and promote the Booster's programs on the website.
2. Attend general membership meetings and Executive Council meetings. Report on your responsibilities.

#### Athletic Vice President

1. Shall coordinate all Booster activities with the athletic department.
2. Attend athletic club meetings/functions and give booster support. Let the clubs know that the boosters care and want to help.
3. Keep abreast of athletic happenings at middle schools, in essence act as the booster's athletic liaison to feeder schools.
4. Assemble information required in this area and coordinate it with the Communication/Information Vice President and keep the information updated.
5. Network with each athletic team's booster liaison, oversee security at athletic events (i.e., football and basketball); and
6. Work closely with concession chairperson(s)

#### Fundraising Vice President

1. Shall coordinate and develop all booster fundraising.
2. Coordinate booster fund raising efforts with the fundraising efforts of individual school groups/clubs.
3. Assemble information required in this area and coordinate it with the Communication/Information Vice President and keep the information updated.
4. Develop alumni relations for fundraising.
5. Attend general membership meetings and Executive Council meetings. Report on your responsibilities.

#### The Secretary

1. Shall take minutes of all meetings, type minutes, copy and distribute to the Officers and members at the next meeting.
2. Prepare and copy meeting agendas as directed by the President.
3. Handle miscellaneous club mail and correspondence.
4. File and preserve non-financial records of the club.
5. Send condolence correspondence along with a memorial contribution on behalf of the Boosters Club to the family of a deceased member of the Warren Mott community (i.e., student, faculty, or staff). The Executive Council has the authority to determine the amount of the memorial contribution, not to exceed \$100.00 without vote of the general membership. Memorial contributions for deaths outside the Warren Mott community (as defined above) shall be brought before the membership and voted upon at a meeting of the Boosters Club.
6. Attend general meetings and Executive Council meetings. Report on your responsibilities.

### The Treasurer

1. Shall establish, monitor and maintain all club bank accounts.
2. Control all collections or disbursements of club funds as directed by the President, Executive Council or voting membership.
5. Keeps and maintains records of all club financial transactions.
4. Issues typed financial reports at meetings.
5. Acts as one of the required signatories on all bank transactions.
6. Keeps and maintains all federal and state tax related documents and ensures appropriate filings are completed annually.
7. Attends general membership meetings and Executive Council meetings. Report on your responsibilities.

### The Chairperson for Membership

1. Shall circulate an attendance sheet at all meetings.
2. Arrange and coordinate periodic membership campaigns as requested.
3. Maintain and publish the list of active members.
4. Report on membership issues at the meetings.

### The Chairperson for Concessions

1. Shall coordinate concessions with VP of athletics.
2. Recruit and coordinate workers for concessions.
3. Take responsibility for any club or school assets under their control.
4. Purchase supplies and food as are required for the concession events.
5. Provide receipts to treasurer
6. Attend general membership meetings and Executive Council meetings. Report on your responsibilities.