

Executive Council

- The Executive Council shall consist of the Officers of the Warren Mott High School Booster Club.
- The Executive Council may meet as required in order to conduct necessary business of the club.
- The Executive Council along with the General Membership shall have the power of approval on all activities, projects, and financial expenditures of the club.
- A simple majority vote at any General Membership meeting will be required.
- The Executive Council must advise the general membership of any significant activities at the next general membership meeting.
- The Executive Council shall have the authority to establish annual membership dues.
- All checks must be signed by two authorized members of the Executive Council.

Duties of the Officers

President:

- Shall preside at all meetings of the Warren Mott High School Boosters Club.
- Preside at all Executive Council meetings
- Vote on equal basis with all members.
- Appoint necessary committees and committee chairpersons.
- Enforce observance of the constitution and bylaws
- Appoint annual Veramay Scholarship committee.
- Direct the secretary in preparation of meeting agendas.
- Be responsible for all day-to-day operations of the club.
- 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.
- Act as one of the primary signature authorities (together with the Treasurer) for bank transactions, and act as principal spokesperson for the club.

Vice President(s)

General duties and responsibilities of each Vice President

- Shall preside at meetings in the absence of the President.
- Aid and assist the President.
- Assist and coordinate committee work as requested.
- Can act as one of the secondary signatures authorities (together with the Treasurer) for back transactions.

Communications/Information Vice President

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

Athletic Vice President

- Shall coordinate all Booster activities with the athletic department.
- Attend athletic club meetings/functions and give booster support.
- Let the clubs know that the boosters care and want to help.
- Keep abreast of athletic happenings at middle schools, in essence act as the booster's athletic liaison to feeder schools.
- Assemble information required in this area and coordinate it with the Communication/Information Vice President and keep the information updated.
- Network with each athletic teams booster liaison, oversee security at athletic events (i.e., football and basketball).
- Work closely with concession chairperson(s).
- Attend general membership meetings and Executive Council meetings.
- Report on your responsibilities.

Fundraising Vice President

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

Secretary

- Shall take minutes of all meetings, type minutes, copy and distribute to the Officers and members at the next meeting.
- Prepare and copy meeting agendas as directed by the President.
- Handle miscellaneous club mail and correspondence.
- File and preserve non-financial records of the club.
- 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.
- Attend general meetings and Executive Council meetings. Report on your responsibilities.

Treasurer

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

Chairperson for Membership

- Shall circulate an attendance sheet at all meetings.
- Arrange and coordinate periodic membership campaigns as requested.
- Maintain and publish the list of active members.
- Report on membership issues at the meetings.
- Attend general membership meetings and Executive Council meetings.
- Report on your responsibilities.

Chairperson for Concessions

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