

CHS Gold Star Booster Club Inc.

Officer Election/Nomination Form

Positions and Duties of Officers in accordance to the Bylaws (Article V and VI):

- A. President – The President of the Booster Club Shall:
 - a. Conduct all Meetings of the Booster Club
 - b. Be a member, of all committees
 - c. Appoint committees and appoint the chairperson of each as necessary to ensure the responsible operation of the Booster Club
 - d. Coordinate with the Band Director the preparation of an operating budget in advance of the fiscal year. The budget will be presented to the Executive Board in August and submitted for approval during the August Booster meeting.
 - e. Serve as an advisory officer following his/her term of the office and shall be designated as “Past President”
- B. Vice – President
 - a. Assume all the responsibilities of the President in the absence of the President and shall perform all other duties delegated by the President.
 - b. Appoint assistants as required.
 - c. Help with the coordination of the fundraising activities.
 - d. Review bylaws annually and present, in writing, at the August meeting any recommended changes for approval by the membership at the most appropriate subsequent meeting.
- C. Treasurer
 - a. Be responsible for keeping a full and accurate record of all financial matter of the Booster Club.
 - b. Be responsible for billing, collection, receipt, dispersal, and recording of contributions and all Booster Club funds as directed by the Executive Board members.
 - c. Maintain a permanent and accurate set of records detailing all funds received, deposited, and disbursed. These records shall be the permanent property of the Booster Club and shall be available for examination by its members.
 - d. Be responsible for the disbursing of expenditures approved of and authorized by the Executive Board members.
 - e. Give detailed and accurate report of all receipts and expenditures at all regular Booster Club meetings and Executive meetings.
 - f. Present and annual audited financial report within two months of the end of the Booster Club fiscal year. The Booster fiscal year shall be August 1 through July 31.
 - g. Have authority to sign and approve checks as needed.
- D. Recording Secretary
 - a. Keep an accurate record of the minutes of all meeting of the Executive Board and all regular Booster Club meetings.
 - b. Maintain a list of all members names, addresses, email, and telephone numbers.
 - c. Perform other duties as delegated by the President.
- E. Corresponding Secretary
 - a. Assume all responsibilities of the Recording Secretary in the absence of the recording secretary.
 - b. Perform all such duties as delegated by the President.

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Nomination:

Name of Nominee: _____

1. Officer position: _____
2. Submitted by _____
3. Date: _____

Submit by email to: chsgoldstarboosters@gmail.com