

Shelby High School Athletic Booster Club
Duties and Responsibilities

1. Executive Board. Consists of the Principal of Shelby High School and the Shelby High School Athletic Booster Club Officers

A. Principal

- (1) Attend scheduled monthly and/ or any additional meetings
- (2) Prioritize and communicate current needs and future projects of the Shelby High School Athletic Department
- (3) Establish and coordinate athletic contest and special event (media day/ awards programs) dates
- (4) Report follow-up actions and completion summaries to Shelby High School Athletic Booster Club-funded purchases and projects
- (5) Review objectives and or issues with elected officers/members

B. Officers.

President -

- (1) Set and publish meeting agendas
- (2) Preside over scheduled monthly and/ or any additional meetings
- (3) Run annual election of officers
- (4) Review objectives and or issues with elected officers/members
- (5) Develop and schedule monthly Shelby High School Athletic Booster Club meeting dates for the next year

Vice-President -

- (1) Attend all club meetings
- (2) Preside over club meetings in the absence of the President
- (3) Offer insights and recommendations concerning club agendas and activities

Treasurer -

- (1) Maintain accurate records for all financial aspects of the Shelby High School Athletic Booster club
- (2) Maintain and update bank account records
- (3) Pay bills upon receipt of documentation and approval
- (4) Prepare and present to the Shelby High School Athletic Booster club a monthly financial report at all meetings

Secretary -

- (1) Maintain all records of reporting
- (2) Take minutes at each meeting and report at the following meeting
- (3) Secretary of State report—file as prescribed by State of North Carolina procedures
- (4) Assist Treasurer in all financial issues.
- (5) Send reminders for action items within one week of meeting and reminders for next meeting one week prior to meeting