

Blue Hills Booster Club, Inc.

Election of Officers & Job Descriptions

November, 2020

The Booster Club is a volunteer organization run by parents and/or guardians of Blue Hills students. At this time, we are seeking and encouraging parents of our Blue Hills students to come forward and support the Booster Club by becoming a member of our elected Board of officers. The Booster Club normally holds the Election of Officers in the month of May, however due to the restrictions of COVID-19, the elections were postponed. All positions are open each year so that parents can have an opportunity to serve. (Please refer to Section 5.3 below for a listing of the Officer positions). There are many talents in our BHR families, and when we combine our talents with our enthusiasm, it creates a vibrant and productive organization that benefits our students.

If you would like to participate, but cannot commit to an officer position currently, the Booster Club has other opportunities for serving, such as a co-chair, a coordinator, or on a committee. We are always looking for help with Social Media and Fundraising.

For your information we have provided below Articles V, VI and VII from the Booster Club By-Laws outlining the Election process, the Duties of the Officers, and Duties of Special Committees and Coordinators that may be helpful in answering questions you may have. In addition, please feel free to contact any member of the Board with any additional inquiries, or email us at bluehillsboosters@gmail.com. We hope to hear from you!

ARTICLE V: ELECTION OF OFFICERS

Section 5.1 - The officers of this organization shall be nominated in April and elected at the May meeting. The newly elected officers and chairpersons will begin their transition as of June and will assume their duties as of July 1st of the same year. The term of an elected officer shall be for one year and the term of offices will begin in July. If no candidates are available for nomination, one may be appointed temporarily by the President and approved by the existing Executive Board, until such time that a qualified nominee is identified.

Section 5.2 - All elections of officers shall be made by a vote of members in attendance by ballot.

Section 5.3 - **The officers shall consist of a President, Vice President, Treasury, Secretary, Store Manager, Concessions Manager and Membership Manager.** These offices may be held jointly by no more than two members or by an individual. The duly elected officers, in accepting the honor bestowed upon them, recognize their responsibility to uphold the By-Laws of the organization and to work willingly and diligently to foster the purpose of this organization.

Section 5.4 - Vacancies occurring in offices during the term year shall be filled by the Executive Board for the unexpired time. Also see ARTICLE V, Section 5.1.

Section 5.5 - Officers, at the end of their term, in good faith must return all papers, books, monies, or any other properties belonging to the organization in their possession or under their control to the incoming Executive Board/Officers.

ARTICLE VI: DUTIES OF OFFICERS

Section 6.1 - It is the duty of the **President** to preside at all meetings, regular and special, and to be an ex-officious member of all committees. The President shall call all special meetings and appoint all committees unless otherwise ordered. He/she is responsible to coordinate with the Secretary in establishing the Agenda for meetings. In the absence of the President, rule of succession shall apply.

Section 6.2 - It shall be the duty of the **Vice President** to assist the President in the discharge of his/her duties and officiate in his/her absence. Should the office of the Vice President become vacant, the **Executive Board** members will be notified. At that time, interested members should submit their name to the elected Board officers for consideration for appointment. The Vice President attends Booster events as needed, secures meeting locations and performs other duties as assigned.

Section 6.3 - It shall be the duty of the **Secretary** to prepare meeting agendas as directed by the President, keep the minutes of all meetings and publish for approval at next general membership meeting. The Secretary shall perform such other duties as may be delegated to this office by the elected officers of the Board.

Section 6.4 - It shall be the duty of the **Treasurer** to receive all monies, keep an account of all funds, and pay verified invoices and obligations. Payments are to be made only by check and signed by the Treasurer or other authorized officer. He/she shall prepare an end-of-the-year report, and shall report a general statement of accounts at each meeting. The Treasurer shall make a full report available to all members upon request. In addition the Treasurer shall be responsible for ensuring that mandatory annual tax return(s) are filed. Additional responsibilities of the Treasurer are as follows:

- Interface with Parent Boosters USA as the Booster Liaison and pay annual dues
- Maintain and update Subscription for “Go Daddy”, the host for our Domain name
- Pay Booster Post Office Box fee annually
- Coordinate with Concessions Mgr. for payment of annual Board of Health Certification
- Coordinate with Store Manager to ensure proper record keeping and deposits
- Provide funding to officers and managers as needed prior to Booster events
- Attend major fundraising events to assist with financial control
- Serve on special committees as directed by the President
- Communicate with outside vendors for establishing and maintaining payment options
(PayPal, Venmo, Square, etc.)

Section 6.5 - It shall be the duty of the **Store Manager** to schedule store hours and volunteers during school lunch hours, and order merchandise for sale in the store. He/she will be responsible to coordinate fundraising opportunities at school events, maintain purchase and sales records for the Booster Store, coordinate with the Treasurer for transitioning monies for deposit, as well as presenting a Booster Store update at the monthly membership meeting. The Store Manager may identify vendors for the Boosters to consider for purchasing merchandise. He/she shall perform such other duties as may be delegated to this office by the elected officers of the Board.

Section 6.6 – It shall be the duty of the **Membership Manager** to collect membership dues, create and maintain a membership database tracking the payments and volunteerism, as well as maintaining a list of volunteer opportunities to provide the Social Media Coordinator for public postings. The Membership Manager will collaborate with the Treasurer in the receipt and processing of dues payments, maintain the membership printed materials and present a membership update at monthly meeting. He/she shall perform other duties as assigned.

Section 6.7 – It shall be the duty of the **Concession Manager** to assist the Executive Board in hosting concession activities at the school that support the mission of the Boosters. Other responsibilities of the Concession Manager are as follows:

- Consult with BHR Athletic Director to confirm sporting event dates and times
- Open the Snack Shack during sporting events when practical
- Purchase supplies and food to sell at Booster events involving concessions
- Collaborate with volunteers in the selling of concessions
- Ensure volunteers use proper food & beverage protocols
- Coordinate funding needs with the Treasurer
- Coordinate with Town of Canton to secure annual Board of Health Certification for the Snack Shack
- Prepare a financial summary for each concession event and present to Treasurer

ARTICLE VII: DUTIES OF SPECIAL COMMITTEES/COORDINATORS/ADVISORS

Section 7.1 - Special Committees, Coordinators and/or Advisors will be appointed by the President each year for Booster Scholarships/Awards and Fundraising efforts. Additional committees, coordinators and/or Advisors from time to time may be appointed on an as needed basis at the discretion of the President.

Section 7.2 – Scholarship/Awards Committee – Refer to ARTICLE X, Section 10.4

Section 7.3 - It shall be the duty of the **Fundraising Coordinator** to assist the Executive Board in selecting and hosting fundraising activities that support the mission of the Booster Club.

Section 7.4 – It shall be the duty of the **Social Media Coordinator** to assist the Executive Board in communicating to the public on behalf of the Booster Club. The Social Media Coordinator will follow the communication protocols established in ARTICLE 11. Other responsibilities include collaboration with the President in composing and releasing social media posts, and assist in creating/securing signage for Booster events as needed.

Section 7.5 – **Advisors** are from time to time appointed by the President as a means to assist in ensuring a seamless transition of newly elected officers, and to serve as ambassadors of the Booster Club at Booster events and/or in the community.

Section 7.6 - All expenditures made by Special Committees, Coordinators and/or Advisors must be approved by the Executive Board before they are spent.

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