

**Gateway All Sports Booster Club**

Officer and Team Representative Roles/Duties

(from bylaws amended 8/16/18)

Officers and team reps serve one-year terms. Offices may succeed themselves if re-elected but may not hold the same office for more than three (3) years in a row.

President: The President shall preside at all meetings of the Club or of the Executive Committee. The President shall also place all approved activities on the school calendar. He/She shall appoint all committees and shall fill vacancies on such committees when necessary. The President shall be Chairperson of the Executive Committee and shall call meetings of this Committee when necessary, or whenever permitted to do so by a majority of the members of the Committee. The President shall perform all other duties regularly pertaining to such office.

1st Vice-President (Volunteer Coordinator – Concessions): The 1st Vice-President shall be in charge of all purchases made by the Club for the purpose of concessions held at all athletic functions. He/She shall also be responsible for stocking all concession stands with all necessary products needed to properly run the concession stand. He/She shall attend all meetings of the Club and stand in for the President in his/her absence. He/She shall perform all duties assigned by the President. Additional duties are to include setting up, coordinating volunteers, and clean-up of all concession stands, with the cooperation of the various sport representatives.

The 2nd Vice-President (Media Coordinator): The 2nd Vice-President shall assist the President, perform any duties assigned by the President, attend all meetings of the Club, and perform all duties of the President and 1st Vice-President in case of their absence at the meetings. The 2nd Vice-President shall serve as Chairperson for all media communications, as well as, maintenance of the Gateway Athletic Booster Club website. These updates shall include all approved minutes. He/She shall assist in all other Club fundraising activities.

The 3rd Vice-President (Fundraising Coordinator): The 3rd Vice-President shall assist the President, 1st Vice-President, and the 2nd Vice-President, perform any duties assigned by the President, attend all meetings of the Club, and perform all the duties of the President, 1st Vice-President, and the 2nd Vice-President in case of their absence at the meetings. Duties shall also include but are not limited to planning, forming committees, and carrying out all tasks related to any fundraising events as are allowed by the University Interscholastic League Booster Club Guidelines.

The 4th Vice-President (Parliamentarian & Communications Chair): The 4th Vice-President shall assist the President, 1st Vice-President, and the 2nd Vice-President, and 3rd Vice-President, perform any duties assigned by the President, attend all meetings of the Club, and perform all duties of the President, 1st Vice-President, 2nd Vice-President, and the 3rd Vice-President in case of their absence at the meetings. He/She shall act as parliamentarian at the Club meetings and maintain all communications to the volunteers/member to include maintenance of a current email/telephone list.

Secretary: The Secretary shall perform any duties assigned by the President, shall attend all meetings and be responsible for a complete and accurate record of the proceedings of all meetings of the Club and of the Executive Committee. A copy of the proceedings of all meetings shall be provided to the Executive Committee within 72 hours of each Regular and Special meetings of the Club. The Secretary shall assist in all fundraising activities of the Club.

Treasurer: The Treasurer shall perform any duties assigned by the President, shall attend all meetings and maintain financial records for the organization, establish operating and special fund accounts, give reports on financial status as required by the President and countersign on all Club disbursements. At the end of the term of office, all bank records, record books, and other personal properties of the Club shall be turned over to the Auditing Committee for their audit. He/She shall assist in turning over all of these items to the incoming Treasurer. He/She shall assist in all fundraising activities of the Club.

Sport Representatives: Each sport shall consist of a minimum of one parent or representative from each sport. Their role shall be to act as the liaison between the Executive Committee and the parents and/or coaches of their respective sports. The Sports Representatives will be responsible for all volunteer coordination and communications among parents. He/She shall attend all Club meetings and shall assist with all Club fundraising activities.