

**AHS Lady Raider Basketball Booster Club**  
**Board of Directors Offices**

**President** – is the chief officer of the Booster club who will execute the daily business of and preside at all meetings. The major duties of this office are supervision and control of all the business and affairs of the Booster club. The President will serve as the Booster representative to other AHS organizations.

**Vice President** – serves as an assistant to the President and will manage the Booster Club Committees. In the absence of the President, the VP assumes the President duties until the President can resume responsibilities or is replaced.

**Secretary** – keeps the minutes of all meetings, keeps association records, and serves as parliamentarian. The Secretary also keeps a list of all members for purposes of notification of meetings and other relevant communication.

**Treasurer** – is responsible for all funds of the Booster club. The Treasurer receives and deposits monies due, writes checks and makes disbursements. The Treasurer prepares a financial statement to report to the membership, and assures that the books are audited prior to the end of the fiscal year. The Treasurer maintains operational and fund raising records, budgets and accounts as necessary, maintains appropriate accounting records, and files required tax returns as applicable.

**Fundraiser Chair** - is responsible for organizing the Fundraising Committee and has overall responsibility for coordinating fundraising activities, goals, and communication. The chair will be responsible for the cash flow process for each fundraising event to ensure proper accounting for all income and expenses in coordination with the Treasurer. The Chair will keep an accurate record of all club volunteers at each fundraising event. The Fundraiser Chair will also serve as a “Member at Large” and therefore will attend board meetings as a voting member.

**Concession Chair** – has overall responsibility for purchasing supplies, taking inventory, and stocking the concession stand for home games, tournaments, and other events. The Concession Chair is in charge of ensuring that the stands are opened and closed, properly supplied, and staffed by volunteers for each event. The Chair should communicate instructions for food preparation/setup, operational procedures during the event, and clean-up. The Concessions Chair works closely with the Treasurer for the handling of money and coordinates with the boys teams regarding volunteers. The Fundraiser Chair will also serve as a “Member at Large” and therefore will attend board meetings as a voting member.

**Note:** *All of the above officers may serve in a joint role as co-officers following the nomination and election provided that the membership is made aware prior to the election meeting of the intention to share the role. Co-officers share 1 vote on the Board of Directors.*