

22/23 **Booster Club Offices & Responsibilities**

- President
 - Preside over and conduct regular & special meetings of MFFA Booster Club
 - Prepare & present an agenda to include the old & new business for each meeting
 - Appoint committee chairs & assist with committees as necessary
 - Executive Officer (rule enforcing)
 - Liaison between Chapter Officers and Board for Chapter Request
 - Typically acts as liaison between club & school advisors/administrators
- Vice President
 - Organizes leaders of committees
 - Assists with all offices as needed
 - Assist with committees as necessary
 - Takes over interim duties of President in their absence
 - Emails and post meeting reminders to members
 - Tracks student volunteer hours and submits detailed hours to school by April 15th
 - Post and announce at meetings all volunteer opportunities on social media
 - Handles all volunteer awards and presents at banquet
- Treasurer
 - Handles financial transactions
 - Maintains Booster Club bank account (Receipts and Disbursements) in google spreadsheet
 - Presents bank & other pre-budgeted balances at each meeting
 - Ensures staying within 501 (c)(3) status with IRS
 - Prepare & maintain financial statements & reports
 - Head of scholarship committee for interview process
 - Post/email/announce updates for Scholarship due date and will send recipient names to school
 - Present scholarships at MISD Awards night and at FFA Banquet
- Secretary
 - Records & reports minutes from all general & special meetings
 - Record attendance of all meetings, and advise president if quorum is present
 - Handles all membership entries (Due by October 1st) and announce

- Sends out regular communications to members
- Complies & maintains member contact information
- Count & record votes during elections
- Fundraising chair(s)
 - Coordinates all fundraiser events and bids
 - Maintains records for all fundraisers & events
 - Coordinates with Fundraising committee chairs
 - Maintains records of all events/fundraisers in a well-organized manner to pass along to future boards.
 - Coordinates all donation items and receipts/Thank you cards to donators
- Reporter
 - Work with Advisors for Teacher needs
 - Work with Ag department to provide photos of events for school presentations
 - Community liaison to work with community members on events & sponsorships
 - Take photographs at events
 - Post all Holiday and Major Stock show & Calf Scramble (info) pics on Facebook
 - Post all upcoming events from Ag Teachers on Facebook

Board members will nominate president then hold a vote if needed. President will place remaining positions with board member nominations and placements.

Committees

Committees will be created to help fundraising events, scholarship, and sponsorships when needed. Committees will consist of at least ONE Board member as Committee Chair as a liaison between committee and Board. Booster Members will assist in fundraising events to assist Board.