

Hutto Livestock Booster Club Job Description

President

- Preside over meetings
 - First Monday of the month (unless it's a holiday)
 - Create Meeting agendas (sample attached)
 - Call for motions on decisions/president does not vote but can be the determining vote in the event of a tie
- General supervision of affairs of the club
 - Ensure all items are delegated and follow through on completion
 - Act as a liason between WCLA if necessary during County Sale/Auction
 - Communicate with officers regarding club business
 - Be a point of contact for fundraiser information (ticket sales)
 - Other duties as they come up ☺
- Sign all checks issued by the Club for amounts over \$500.00
 - This is not a bank requirement but it is our club's practice.
Communicate with treasurer for purchases above this amount
- Income taxes
 - Wayne Elam is the contact for taxes. If Wayne is unavailable, contact the accountant to ensure taxes are filed and information is complete and up to date.

Hutto Livestock Booster Club Job Description

Vice President

- Preside over meetings in the absence of the president
 - Communicate with president if the president is unable to be there
 - First Monday of the month (unless it's a holiday)
 - Create Meeting agendas (sample attached)
 - Call for motions on decisions/president does not vote but can be the determining vote in the event of a tie
- Be in charge of committee special projects
 - Arrange gun raffle/get quotes/obtain guns
 - Distribute tickets for fundraisers
 - Help arrange additional fundraisers as needed
 - Other duties as assigned 😊
- Take the place of the president in the event of a vacancy in the president's office

Hutto Livestock Booster Club

Job Description

Secretary

- Keep records of the meetings of the club
 - Provide a sign in sheet for each meeting/keep track of member attendance. Members are required to attend 50% of meetings.
 - Take minutes at each meeting
 - Read previous month's minutes
 - Provide sign in sheets at fundraisers and keep track of participation
 - Provide a sign up list of jobs for the fundraisers. Members are required to sign up to help for 75% of fundraisers.
- Keep a membership roster
 - Work with the treasurer, who creates the roster based on membership fees paid, to ensure roster is current
 - Keep a copy of membership forms on file
 - Keep roster updated as to member attendance. Alert president of members who may fall below attendance/fundraiser requirements.
- Attend to necessary correspondence of the Club
 - Draft bank letters in the event of an officer change
 - Draft other correspondence letters as needed (tax exempt letter, donation thank you letters, etc.)
 - Update membership forms for new year
 - Create/maintain forms for fundraisers (auction sheets, bid paddles, charge slips, etc.)
 - Send out emails to members as reminders of meetings, events, etc.
- Perform other duties as may be necessary ☺
 - Coordinate with president as other duties arise.

Hutto Livestock Booster Club Job Description

Treasurer

- Keep an accurate account of all funds raised and deposit all funds in an account for the Hutto Livestock Booster Club
 - Collect and record all membership dues received. Dues must be paid by the March meeting. A \$50.00 penalty will be added each month past March (does not apply to new members joining for the first time).
 - Members are only eligible for the new member waiver once. If membership lapses, upon rejoining standard participation requirements shall apply.
 - Deposit all funds received (membership dues, ticket sales, funds from fundraisers, etc.)
 - Keep record of ticket sales for fundraisers. Take money at fundraisers and keep track of mulligans, extra meals, gun raffles, etc.
- Sign all checks issued by the Club
 - Any checks over \$500.00 must be cosigned by the president
- Keep an accurate up to date record of the organization's finances and be prepared to submit a financial report to the membership at each regular meeting
 - Give a treasurer's report at the monthly meeting
 - Income taxes – Wayne Elam is the contact for the income taxes. When it is time to file taxes, a detailed report/ledger will need to be submitted to the accountant, Amanda McIntosh.

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