



Winthrop Sports Boosters Board: Roles & Duties

President (2 year term) Prepares meeting agendas and runs all meetings. The President ensures that all decisions of the Booster Board are put into effect; appoints committee chairs of all committees formed; is an ex-officio member of all committees; and has overall leadership and management responsibility for the organization. The President serves as the liaison between the Winthrop High School Athletic Director & the boosters. Part of the Executive Board.

Vice President (2 year term) Performs duties assigned by the President & assists the President in performing his/her duties, and implements & supports the purposes of the organization. In the event of the President's absence, the vice president steps in and assumes the President's duties as needed. Part of the Executive Board.

Secretary (2 year term) Provides notices of meetings, keeps a record of all meetings, provides a copy of the minutes to Booster members & post the minutes of each meeting on the Boosters' website. The Secretary keeps accurate & complete records of all board by-laws and policies for future reference & use. Part of the Executive Board.

Treasurer (2 year term) Prepares an annual budget in coordination with the Executive Board; keeps an accurate record of all financial affairs; and is responsible for the club bank accounts. At each monthly meeting, the Treasurer presents a statement of account and profit and loss statement & an end of year fiscal report at the June meeting. Part of the Executive Board.

Member-At-Large (1 year term) Is a voting board member, but is not part of the Executive Board. A Member-At-Large participates in all of the Booster Board decisions, provides input to the Booster Board, organizes events, serves on committees, but does not hold an officer position.