**Duties of the President**

1. The president shall be in communication with the music director(s) and all other officers of the organization.
2. Prepare and distribute all meeting agenda prior to meetings.
3. Ex-officio member of standing committees.
4. Sign or approve of all contracts on behalf of the organization.
5. Writes and/or signs checks, makes payments on behalf of the organization.
6. Shall keep all contracts on file for current term for 3 years.
7. Communicate to membership as needed on all Booster related news.
8. The president shall oversee all elections and declare results.
9. The president shall chair the Budget Committee.
10. The president shall cast the deciding vote in case of a tie during general and special meetings.
11. The president shall preside at all executive and general meetings and maintain order.

**Duties of the Vice President**

1. The vice president shall perform the duties of the president in his/her absence, upon resignation of the president, or at such times as deemed necessary by the executive committee.
2. Preside at the meetings of the board and general membership in the absence of the president.
3. The vice president shall chair the Fundraising Committee.
4. Handle special projects assigned by the Band Director or President.

**Duties of the Secretary**

1. The secretary shall attend all meetings and act as clerk thereof, and record all votes and minutes of its transactions.
2. Maintain all records of the Booster organization to include, but not limited to (physical copies as well as stored on Google Drive):
	1. Membership Roster
	2. Meeting Minutes
	3. Signed copies from Board Members of Conflict of Interest, Code of Conduct and Acknowledgement of Obligations forms
	4. Organization Founding Documents (Tax Exemption, IRS Determination Letter, Articles of Incorporation 501c3, Bylaws Etc.)
3. Make all records listed above available for inspection by a member of the organization on demand.
4. On instruction from the president, the secretary shall conduct correspondence for the organization.
5. The secretary shall present a written report of minutes at all meetings, including a list of all attendees.

**Duties of the Treasurer**

1. The treasurer shall receive all funds due the organization, issue appropriate receipts, be responsible for deposit of funds and shall pay all bills upon authorization of the executive board.
2. Checks must be signed by the treasurer and the president or band director. Two signatures are required on each check.
3. The treasurer shall maintain financial accounts and keep financial records of the organization.
4. The treasurer shall give a financial report at each meeting.
5. The treasurer shall file appropriate tax forms as necessary to preserve the tax-exempt status of the organization.
6. All disbursements will be made by check and all deposits in the name to the Roseville High School Music Boosters.
7. All cash transactions shall be counted by two officers in a safe location.
8. Maintain all financial records for the organization for a minimum of 7 years.
9. Serve as the registered agent for the organization with the California Secretary of State (an update must be filed with the SoS for each change of registered agent).

**Duties of the Member at Large**

1. Shall be a full voting member of the Executive Committee.
2. Shall be familiar with parliamentary procedures.
3. Assist in the recruitment of new membership.
4. The member at large shall chair the Volunteer/Chaperon Committee.
5. Facilitate communication(s) with Band staff.

I hereby acknowledge the obligations for the position in which I have volunteered.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Position Held