

4.3 Duties of Officers

President

- Preside at all Board, Special and general membership meetings.
- Prepare meeting agendas.
- Form Nominating Committee
- Be ex-officio member of standing committees except the nominating committee.
- Appoint Chairpersons of committees
- Form Auditing Committee as needed
- Oversee preparation of annual projected budget for the next fiscal year to be presented at annual meeting.
- Oversee development of sponsorship and grant opportunities for growth and maintenance of all Booster programs.

First Vice President

- Responsible for Operations & Logistics committees as defined by 5 6.1.
- Preside at Board and general membership meetings in the absence of the President.
- Perform other duties as indicated to the office of the President in absence of that Officer or disability of the President.
- Handle special projects assigned by the President or Director.

Second Vice President

- Responsible for Ways and Means committees as defined by 5 6.1.
- Preside at Board and general membership meetings in the absence of the President and First Vice President
- Perform other duties as indicated to the office of the President in absence of that Officer or disability of the President.

Secretary

- Record attendance, minutes, decisions and actions at all BOD and general membership meetings
- Distribute all minutes of all meetings to applicable members.
- Enter student data into Boosters tracking system (Charms, etc.)
- Ensure all records are kept as prescribed in these bylaws.
- Conduct formal correspondence (thank you notes, sympathy cards, etc.) from the Boosters.

Treasurer

- Collect student fees, alumni membership fees, fundraising and other receipts.
- Pay bills and other obligations.
- Keep accurate financial records of receipts and disbursements.
- Provide financial report for BOD and general membership meetings.
- Prepare, with input from the Board, projected annual budget for approval at the annual membership meeting.
- Report delinquent fees to the President and Director.
- Maintain accurate records of student accounts.
- Prepare and file required tax forms per IRS and NCDOR regulations

4.4 Officer Requirements

- The Officers will receive no remuneration for their board service.
- An Officer shall serve a one-year term.
- The same member may not hold the same office for more than three (3) consecutive years.
- No family may hold more than (1) office during a year.
- Officer positions may be shared by two (2) voting members, while retaining one (1) vote for each elected position.
- In the event there is nobody selected to fill an Officer position, the length of service of any current officer may be extended by one (1) year with approval of the Board. However, any Officer who has held the same office for three (3) years is not eligible to serve a fourth year.