

## **CHS Academic Boosters President / Vice-President Job Responsibilities**

### **President – Ongoing Responsibilities**

- Overall leader of Academic Boosters. Work closely with other Board Members, Principal, and Committee Chairpersons.
- Prepare annual budget (use June profit/loss statement), with vice-president and treasurer
  - a. Prepare budget for review over summer to present at the August Board meeting (based on prior year's actual receipts and any known changes for the upcoming year).  
Note: largest receipts are donations and largest expenses are payment of sections and teacher grants.
  - b. Present budget proposal to treasurer for input into QuickBooks.
  - c. The budget should include a comparison to the prior year actual results.
- Prepare annual calendar (work with vice-president)
- Prepare agenda and lead the monthly Academic Boosters meeting.
- Invite guests to monthly meeting as appropriate.
- Review meeting minutes as prepared by secretary and prior to distribution.
- Attend the monthly Principal-Booster Club President's meeting
- Write the monthly Bear Facts newsletter article.
- Retrieve material from Mailbox / PO Box (when Secretary is not able to).
- Co-sign requests for payment and checks, when needed.
- Maintain Bylaws, Sign commitment to school on Sections
- Work with School Bookkeeper, review school account summary and validate against District QSS report.

### **Vice President – Ongoing Responsibilities**

- Backup leader of Academic Boosters.
- Work with President to prepare annual calendar and budget
- Coordinate tax donation thank you letter preparation and distribution.
- Coordinate registration packet materials, copying, etc.
- Coordinate volunteers to help build registration packets (at direction of School Administration).
- Coordinate volunteers for registration table.
- Co-sign requests for payment and checks, when needed

## **Time Requirements**

### **June – September (Summer)**

- 4 hours registration packet stuffing (time assigned by school)
- 8-16 hours staffing registration booth (depends on number of volunteers).
- 12 hours support of fund raising chair & treasurer following registration.
- 6 hours prepare for and lead summer planning meeting.

### **September – June (School Year)**

- 3 hours/month: monthly meeting
- 2 hours/month: preparing for monthly meeting
- 2 hours/month: writing Bear Facts Newsletter
- 2 hours/month: Principal – Booster Club President’s Meeting
- 4-6 hours/month: Miscellaneous emails, correspondence, etc.

### **January**

- 2 hours preparing and e-mailing annual “Thank You” letter  
Note: 8-10 hours if done via paper / US mail

### **March - May**

- 8-16 hours coordinating and mailing Spring Donation Letter
- 8-16 hours coordinating Registration Packet Material