



DVHS SKYHAWK BASEBALL BOOSTER CLUB

POSITION DESCRIPTIONS

<p>President</p>	<p>The President shall convene all meetings, shall preside and/or arrange for other members of the Executive Board to preside at each meeting should the President not be in the capacity to perform this function in the following order: President, Vice President, Secretary, Treasurer, and Media Coordinator. The President will call meetings, present annual report to membership and coordinate election of officers for the subsequent season. The President will assist any and all board members as needed.</p>
<p>Vice President</p>	<p>The Vice President shall in the event of the absence or inability of the President to exercise the office, become acting President of this organization until the President of this organization is able to resume said presidential duties. The Vice President shall relinquish the chair back over to the President of this organization as soon as the President is ready and able to continue. The Vice President shall coordinate volunteers and scheduling. The Vice President will liaise on behalf of the club with coaches and school administrators. The Vice President will determine what shall be posted on the website and post the appropriate things. The Vice President will assist any and all board members as needed.</p>
<p>Secretary</p>	<p>The Secretary shall be responsible for keeping records of all meetings including the taking of the minutes and distribution to the membership within one week after the meetings. The Secretary shall discuss with the President the agenda for any and all meetings including asking the membership for agenda items one week prior to the next meeting. The Secretary shall be the primary communicator to the general membership for the entire group distributing any and all flyers on upcoming events. The Secretary will route and distribute all club correspondence. The Secretary shall be responsible for sending out the sign up communication for all events needing volunteers with the help of the Vice President. The Secretary will assist any and all board members as needed.</p>
<p>Treasurer</p>	<p>The Treasurer of this organization shall oversee all financial activities of the organization and will monitor and report on expenditures. The Treasurer will pay all bills and financial obligations of the organization. The Treasurer will sign all checks for authorized expenditures. The Treasurer will present at each board meeting a financial report regarding finances. The Treasurer will handle any and all monies that the organization takes in or will appoint two board members that should count all monies together prior turning over to the Treasurer to deposit. The Treasurer will secure and maintain nonprofit designation and oversee filing of the yearly tax return if required. The Treasurer will assist any and all board members as needed. The Treasurer of this organization will be responsible for the snack shack purposes.</p>
<p>Media Coordinator</p>	<p>The Media Coordinator of this organization shall be responsible for implementing social media including Facebook, Twitter, text messaging and Instagram as directed by the Executive Board. The Media Coordinator is responsible for taking pictures and/or coordinating picture taking for the purpose of putting together pictures for the end of the year banquet. The Media Coordinator will coordinate the preparation of media to be submitted if ever necessary. The Media Coordinator shall prepare player photos to be used by the Executive Board for any purpose. The Media Coordinator will assist any and all board members as needed.</p>
<p>General Member</p>	<p>There will be up to 2 General Member of the board to fulfill duties as necessary. Duties that may be performed are Fundraising Coordinator, Event Coordinator or other positions as determined by the overall board during the course of the elected season. The General Members will assist any and all board members as needed.</p>