



# Juanita High School Booster Club

## Call for Nominations

### 2023-24 Executive Board and Chair/Committee Positions

We are currently seeking nominations for the Executive Board of the Juanita High School Booster Club. In order for the club to continue and maintain its 501(c)3 status, the Executive Board must consist of *at least* a President, Secretary, and Treasurer (which we call VP of Finance). The JHSBC also has other elected board roles that are crucial in running our club to its fullest operations. These include Vice President, VP of Fundraising, and VP of Public Relations, VP of Activities. Those elected to each position will serve one-year terms, from July 1- June 30 of the elected year with shadowing and onboarding starting once elected. The slate of candidates will be presented and voted on by membership between March-June at a General Booster Club meeting. Elected positions include:

#### **President**

- Shall preside over open meetings and the meetings of the Executive Board.
- Shall be a member of all standing committees.
- Shall be the official spokesperson for the Juanita High School Booster Club.
- Shall be an authorized co-signer for the Juanita High School Booster Club checks, subject to Article IX, paragraph 1.
- Is responsible for all membership correspondence.
- President shall vote only to break a tie.

#### **Vice President**-*voting member of Executive Board*

- Shall represent the President upon their absence.
- Shall act as a liaison between the parent reps and the JHSBC.
- Shall act as a liaison between feeder schools and the JHSBC.
- Shall be an authorized co-signer for the Juanita High School Booster Club checks, subject to Article IX paragraph.
- Works to develop awareness of the various school activities and functions.

#### **Secretary**-*voting member of Executive Board*

- Is to take minutes at all meetings.
- Shall publish and distribute meeting agendas and notices no later than three (3) days prior to the next scheduled meeting.
- Be an authorized co-signer for the Juanita High School Booster Club checks, subject to Article IX, paragraph 1.
- Be responsible for the written correspondence of the organization.
- Will serve as the liaison to the Nominating Committee.



**VP of Finance (treasurer):** *Up to 2 voting members of Executive Board who complete the following:*

- Shall transact and record all the financial business on the behalf of the Juanita High School Booster Club.
- Shall make payment for all debts subsequent to the approval by the Executive Board.
- Shall prepare a written monthly financial report for presentation at the regular monthly meeting.
- Shall prepare an annual budget for approval by the Executive Board.
- Shall maintain compliance with all accounting procedures as approved by the Executive Board.
- Shall be an authorized co-signer for the Juanita High School Booster Club checks, subject to Article IX, paragraph 1.
- Shall maintain the annual registration with the State of Washington as a non-profit organization.
- Shall prepare the IRS Tax Return for the Club.
- Shall ensure there is an annual review of the Club books by at least two persons; treasurer is not permitted to participate as reviewer but may be requested to be present or available to answer questions.
- Assess and collect end of year fees from sports/activities accounts.

**VP of Activities-***voting member of Executive Board*

- This is an elected yearlong commitment to join the board, contribute and support Spirit Wear and other initiatives, attend monthly board meetings.
- Works with co-chairpersons to insure we are staffed so that no “one person” becomes overwhelmed with their respective duties.

**VP Public Relations-***voting member of Executive Board*

- Responsibilities include media exposure, social media administration to provide exposure and awareness of school functions (i.e. games, rally’s, special events).
- Alumni Liaison

**VP Fundraising-***voting member of Executive Board*

- Will act to solicit corporate sponsors, donations and grants.
- Will serve as the liaison or may chair the annual auction committee or other major fundraiser as decided on by the Executive Board each year.



**Chairperson/Committee positions**-Appointed by the Executive Board

- Matching Funds Chair
- Website Chair
- Newsletter Chair
- Scholarship Committee
- Nominating Committee
- Audit Committee
- Flexible Volunteers- Pool of volunteers to call upon when needs arise.



Executive Board Nomination Form

Please indicate your interest no later than May 30, by emailing the Booster Club Secretary at [secretary@juanitahsbc.com](mailto:secretary@juanitahsbc.com) , subject: NOMINATION

- I am interested in volunteering for the following 2023-2024 Executive Board position for the Juanita High School Booster Club.
  
- I would like to nominate the following person for a 2023-2024 Executive Board position for the Juanita High School Booster Club

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position(s) for which I or my nominee would like to be considered:

\_\_\_\_\_

Why I or my nominee would be a good candidate for the position(s) listed above:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check here if you have nominated someone other than yourself:

- I hereby acknowledge the person I have nominated has consented to serve in this position for the 2023-24 school year.

Thank you for your continued support of the Juanita High School Booster Club.