**ABC Sample Booster Club Call for Nominations**

*Now is the time for YOU to step up and be a part of something that matters for your family!*

2020-21 Board Positions

We are currently seeking nominations for the Executive Board of the ABC Sample Booster Club. The Executive Board consists of 1 President, 3 Vice Presidents, 1 Secretary, 1 Treasurer.

Those elected to each position will serve one-year terms, with a limit of no more than two consecutive terms in the same board position.

You may nominate yourself by either completing the form on the back or simply emailing the organization President at [president@abcsampleboosterclub.org](mailto:president@abcsampleboosterclub.org), indicating the position of interest.

The slate of candidates will be presented at the booster club meeting on May 5, 2020. The election will be held at the final meeting of this school year on June 9, 2020.

**President** Supervises and controls the activities of the organization, presides over all booster club meetings, selects chairpersons of any standing or special committees, coordinates the work of the organization, acts as liaison between the booster club and the school.

**VP-Communications** Coordinates the communications of the booster club (including informational packets, email announcements, and all social media: website, Facebook, Twitter accounts), advertises volunteer requests for booster club functions, performs functions of President in the absence of his/her ability to act.

**VP-Fundraising** Coordinates all fundraising activities of the booster club, requests community and corporate donations and sponsorships, sends thank you notes for all contributions.

**VP-Social** Coordinates the social activities of the booster club, ensures space availability, plans for activities within the event, coordinates event volunteers, contacts community groups who may wish to participate, selects food/beverages, works with VP-Communications to print and distribute flyers.

**Secretary** Keeps the minutes of the proceedings of the membership and Executive Board, presents minutes for approval, ensures all notices are given in accordance with the bylaws, keeps accurate tally of volunteer records.

**Treasurer** Organizes, documents, and records all financial activities of the organization, has oversight of all the funds in accordance with the organization’s financial policies, collects/disperses funds, ensures funds are received and spent in accordance with the organization’s tax-exempt purpose, bylaws, and budget, presents monthly financial statements (accounting background preferred), arranges for all audits.