

Roles & Responsibilities of Booster Officers

The Booster Club consists of parents of Orenco Elementary students, teachers and community members. The main objective for Booster officers is to enhance our students experience by supporting many of the activities, events and programs within Orenco.

Becoming a Booster officer requires a time commitment of approximately 3-5 hours per week on average. This could consist of time both inside and outside of the school. Weeks that Booster hosts an event could require more time and during non-event times it can average out to be less hours per week.

Those activities, events and programs that Booster manages consist of the following:

<ul style="list-style-type: none">● Student Picture day● Vision and hearing screening● Family night - Bingo● Staff Birthdays● Family night - Spaghetti dinner● Updating Orenco's reader board● Collecting and submitting Box tops● Popcorn● Book Fairs● Back-to-School night● Bulletin Boards● Booster Meetings	<ul style="list-style-type: none">● McTeacher nights● Staff Appreciation week● Fundraising● Field day● Canned food drive● Student directory● Provide Peer mediation lunch● Spirit days● Conference lunches● Yearbook● Kinder orientation● Apparel
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Specific Duties of Officers:

President – the President shall:

- Have responsibility for the general management and conduct the business of the Organization with the Vice President.
- The President is the main liaison between Booster and Mr. Bishop.
- Shall preside over all meetings of the board and general membership meetings.
- The President establishes the agenda for the regularly scheduled meetings and is responsible for issuing all notices and meeting agendas.
- The President shall preside over the budget meeting.
- Oversee the financial affairs of the Booster club.
- Assure that all the orders and resolutions of the Board are carried into effect and the corporation program is implemented.
- Make all special committee appointments.
- Keep an official copy of the by-laws.

Vice President – the Vice President shall:

- Assist the president in the decisions and business of the Organization.
- Assume the duty of President whenever the President is absent or as the President directs.
- Oversee the planning and execution of the yearly calendar of events together with Orenco Elementary office staff. He/She shall oversee communication of those events and information to parents via newsletter, website, email and bulletin board.
- The Vice President shall be involved in all fundraisers as chairperson or advisor.
- Assume the Presidency if the President is unable to continue to fulfill the duties of the President.

Secretary – The Secretary shall:

- Have overall responsibility for all record keeping.
- Keep an official copy of the By-laws.
- Perform the following duties:
 - Officially record the minutes of all officer meetings and general membership meetings.
 - Make the minutes available for all members to review.
 - Give proper notice of meetings as may be required.
 - Collate information and write the parent newsletter.
 - Manage Orenco Booster's website content.
 - Create and distribute Parent directory.
- Any other duties as may be prescribed.

Treasurer – the Treasurer shall:

- Have overall responsibility for all Booster funds.
- Have authorization to open an account in the same name of the organization and deposit all funds therein. The Booster account shall require two signatures of officers for disbursements.
- Perform the following duties:
 - Keeping full and accurate accounts of all financial records of the organization, including in detail all receipts and disbursements.
 - The deposit of all money.
 - Disburses funds when appropriate to do so.
 - Reports the financial condition of the Organization at each general meeting.
 - Makes available a copy of the budget for all members to review.
 - Prepares and files annual taxes and fees by the deadline.
 - Any other duties as may be prescribed by the Board.

Volunteer Coordinator (no voting power) – the Volunteer Coordinator shall:

- Assist with recruitment of volunteers.
- Keep track of volunteers for all scheduled events.
- Communicate with Chairs the volunteers signed up to help with their activity.
- Update volunteer computer program with new families and email addresses.
- Send out email communications regarding upcoming events and volunteers needed.
- Ensure the volunteers are notified of upcoming events.
- Any other duties as may be prescribed by the Board.