

SECTION D - DUTIES OF THE OFFICERS

1. President (Time Commitment - 3-4 hours per month)
 - a. Be the official spokesperson for the SMF Bulldog Choir Boosters.
 - b. Preside at all general membership and executive committee meetings.
 - c. Coordinate with the vice president to appoint chairpersons of all standing committees, **and create an audit committee if necessary (if a CPA does not perform the audit).**
 - d. Be an ex-officio member of all committees.
 - e. Be bonded (authorized signer on the checking account) and disburse funds in the absence of the treasurers.
 - f. Perform all other duties not specifically given to other officers.
2. Vice President (Time Commitment - 2-3 hours per month)
 - a. Preside at meetings in the absence of the president.
 - b. Assist the president in carrying out the activities of the SMF Bulldog Choir Boosters.
 - c. Chair the bylaw review every two years (even numbered years.)
 - d. Ensure that all executive committee members and chairpersons receive a copy of the bylaws annually.
 - e. Oversee all fundraiser activities, record progress and results to present to the executive committee.
 - f. Shall be present and aware of committee conversations involving the President and Director to ensure full awareness of committee business.
 - g. Be an ex-officio member of committees headed up by the President to ensure awareness of that committee activities in the event the President is unavailable or need assistance.
 - h. Chair the auditing committee:
 - i. Coordinate with the Treasurer in March to determine if there is a need to chair the auditing committee for the existing fiscal year. Auditing committee is not required if a CPA performs the annual audit.
 - ii. If required, the auditing committee will be chaired by the existing fiscal year Vice President. The Vice President shall coordinate with the President to appoint two (2) class representatives and two (2) members to serve on the audit committee.
 - iii. The Vice President and the audit committee members shall attend and perform the audit "in-house" as well as

be responsible for determining what records need to be audited.

3. SECRETARY (Time Commitment - 1-2 hours per month)
 - a. Record the minutes for all general and executive committee meetings.
 - i. Minutes should be added to the google drive in a folder for the boosters organization
 1. smfbulldogchoirboosters@gmail.com
 2. Password: will be given by another officer and can be changed by the current secretary who will inform the officers of that change.
 - b. Keep the google drive organized so that information can be found from year to year.
 - c. Provide a copy of the minutes to be provided to the parents and guardians of the choir members either via the website, email, parent square or however the SMF Bulldog Choir Boosters choose to share the minutes.
 - d. Handle any correspondence for the Boosters.
4. TREASURER AND ASSISTANT TREASURER (Time Commitment - 4-5 hours per month)
 - a. Receive and disburse all monies and keep an accurate record of all receipts and disbursements.
 - b. Create and maintain any digital payment accounts like paypal or venmo or other agreed upon payment apps.
 - c. Create individual student accounts and manage individual funds based on fundraising students do for choir trips or other activities that the SMF Bulldog Choir Boosters deem the funds can be used for.
 - d. Present a written report at each general and executive meeting and a fiscal year- end report at the final meeting of the fiscal year.
 - i. Treasurer may use any spreadsheet software they are comfortable with to create their reports.
 - ii. They will provide a digital copy for the secretary to add to the google drive.
 - e. The existing fiscal year treasurers shall prepare to submit records for examination and coordinate with the President or Vice President for the following:
 - i. Coordinate and oversee the timely filing of appropriate tax forms.

- ii. Purchase software to file appropriate tax forms, or use a CPA to file for the group. SMF Bulldog Choir Boosters will determine which is more fiscally responsible.
 - iii. **Prepare records for an annual audit to be completed by the audit committee or a CPA.**
 - f. Complete the required forms with the Ohio Secretary of State to remain a business in Good Standing. All required forms can be completed online at the Ohio Secretary of State website. The entity number and last date of filing will be added to the by-laws to keep the Boosters in compliance.
5. CLASS REPRESENTATIVES (Time Commitment - 1-2 hours per month)
- a. Join or chair at least one committee.
 - b. Attend regular meetings as a voting member.
 - c. Assist with the organization/fundraising at concerts.
 - d. Organize and coordinate class-specific activities if necessary.
 - e. Be a resource for parents/guardians of the class you are representing.
6. TECHNOLOGY OFFICER (Time Commitment - 3-4 hours per month)
- a. Responsibility of overseeing the technology needs of the organization.
 - b. Keeps the website up to date.
 - c. Owns and moderates all Social Media Accounts.
 - d. Provides technical support to the director as needed.
 - e. Owns and manages Google and Youtube accounts.
 - f. Assists with concert and performance technology needs.