



President

The President(s) shall be the Chief Executive Officer of The Club and shall preside over all meetings of the Executive Board and the general membership. The President(s) shall have general and active management of the business of The Club and shall see that all orders and resolutions of the Board are carried into effect. The President(s) shall be ex-officio a member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of president of an organization. The President(s) shall be responsible to verify that federal and state not-for-profit tax returns have been submitted annually by the federally mandated due date.

Vice President

The Vice-President shall be an Officer of The Club and shall perform the duties and exercise the powers of the President during the absence or disability of the President. In addition, the Vice President shall assist in the coordination of any projects or events deemed necessary by the Executive Board to support the various activities of The Club and the Vice President assists in the organization of the By-Laws Committee, Nominating Committee, Audit Committee and any other committee that the President and Board deem necessary to carry on the business of the Board.

Secretary

The Secretary shall be an Officer of The Club and shall attend all meetings of the general membership and the Executive Board and shall preserve in books of The Club true minutes of the proceedings of all such meetings. The Secretary shall determine a quorum prior to any voting at every meeting. The Secretary shall receive and maintain copies of all correspondence pertaining to The Club and shall collect and maintain copies of the documented procedures specified in Section 1 of this Article. The Secretary shall give all notices required by statute, law or resolution and shall perform such other duties as may be delegated by the Executive Board. The secretary shall prepare and publish all minutes from Executive Board meetings to the members of the Executive Board within 10 days of the meeting.

Treasurer

The Treasurer shall be an Officer of The Club and shall have custody of all bonds and securities and shall keep in books, belonging to The Club, full and accurate accounts of all receipts and disbursements. The Treasurer shall deposit all moneys, securities and other valuable effects in the name of The Club in such depositories as may be designated for that purpose by the Board within seven business days of receipt of monies. The Treasurer shall disburse the funds of The Club within a reasonable time frame of receipt of a written request for such disbursement with proper support attached, as may be ordered by the Executive Board. The Treasurer shall tender to the President(s) and Executive Board at the regular meetings of the Board, and whenever requested by them, an account of all transactions and the financial condition of The Club. The Treasurer shall be responsible for filing the appropriate tax return documents to the Internal Revenue Service annually by the federally mandated due date. Additionally, the Treasurer is responsible for obtaining W-9's from parties receiving payment from The Club and submitting the appropriate 1099's to those parties and the Internal Revenue Service by the federally mandated due date to maintain non-profit status. The Treasurer shall annually obtain bond insurance for the board and assist in the organization of a Budget Committee and provide access to all documents needed for the annual audit.

Alumni Chair

The Alumni Chair shall develop and implement an outreach plan designed to increase alumni presence, participation and donation. The chairperson will work with both co-presidents this year to develop this new role.

Concessions Chairperson

The Concessions Chairperson shall oversee concessions operations for those events where food concessions are sponsored by The Club. The concessions chair will collaborate with the school's concessions manager and/or the Activity Director. They are responsible for purchasing supplies, preparation and selling of food and food related items, maintaining a usable inventory, keeping accurate records as to inventory sold, and remitting all monies collected to the Treasurer along with records that support the expenditures and collections for each event.

Corporate Contributions Chairperson

The Corporate Contributions Chairperson shall be responsible for actively soliciting contributions and donations for fundraising purposes, and shall distribute procured items and donations to the appropriate Executive Board members for use at their events

Craft Fair Chairperson

The Craft Fair Chairperson shall organize and oversee the annual Craft Fair including advertising the event, soliciting vendors, securing volunteers, and coordinating all set up and clean up duties.

Dinner and Auction Chairperson

The Dinner and Auction Chairperson shall organize and oversee the Annual Dinner and Auction fundraising adult social. This includes coordinating the event as well as the silent and live auctions, and various raffles. Furthermore, they are responsible for soliciting subcommittees to assist in creating a successful event to raise funds for the Boosters.

Graphic Artist

The Graphic Artist shall layout artwork for committee chairs on an as needed basis (flyers, ad work, etc.) and also be responsible for the complete layout of the annual dinner auction program book.

Membership Chairperson

The Membership Chairperson shall organize and implement an annual membership drive beginning in July to enroll members and collect annual dues. Membership cards generated by the initial summer membership drive should be distributed no later than the second home football game. All subsequent membership cards will be distributed no later than 2 weeks after receipt of application and membership fee. All staff members requesting membership shall receive membership cards. The Chairperson shall present monthly reports regarding enrollment status and revenues collected, at the regular Board meetings. The Membership Chairperson is responsible for compiling and distributing a list of volunteers to the volunteer coordinator.

Music Chairperson

The Music Chairperson shall work with the school's Music Department Chair to coordinate the support of the general membership for all student music activities. The chairperson shall serve as a liaison between the student music organizations and the Booster organization and shall ascertain the needs of the Music Department and respond as appropriate within the purpose and by-laws of this organization. This support may include arranging receptions after music performances, assisting in fund raising efforts specifically organized to benefit the music students. They will expedite the flow of information between the music directors and Board for any sponsored music trip.

Newsletter Chairperson

The Newsletter Chairperson is responsible for receiving newsletter submissions from board members and creating the PHS Booster Newsletter. The Newsletter is published at least four times a year to update all of the members of the PHS Booster Club major activities and events.

Photographer

The Photographer shall be responsible for requesting, receiving and cataloging photo submissions of school events, festivities, academic and athletic events. They will have photos available for social media, website, newsletter and various other publicity pursuits.

Pirate Pact Chairperson

The Pirate Pact Chairperson shall be responsible for compiling a directory of any school parents and students who sign the pledge acknowledging that they will not allow drugs and/or alcohol at a gathering of students in the parents' homes. The Membership committee will provide the names and addresses of these families. The directory will be created in an electronic format and posted on our website. A hard copy of the directory will be available from the Chair upon request.

Post Prom Chairperson

The Post Prom Chairperson shall organize and oversee the After the Prom activity including securing venues, coordinating transportation, ticket sales, and chaperones for the Post Prom event.

Publicity Chairperson

The Publicity Chairperson shall be responsible for disseminating all forms of publicity deemed necessary to inform the Board, General Membership, and the Community of the programs and services offered by The Club. These means can include but are not limited to press releases, electronic communications (website and Facebook), Marquee posts, school and/or athletic event announcements as well as other methods as requested by the Board of Directors.

Scholarship Chairperson

The Club shall award scholarships each year to members of the graduating class in the number and monetary amount as the Board shall determine with a maximum of 12 Scholarships. This maximum number is in addition to the Charlotte M. and Robert C. Donahue Millennium Scholarship. A portion of proceeds from events and activities designated as scholarship fundraisers must be used for scholarships. The Chairperson will form a committee consisting of at least five members of The Club, at least one of whom must be a voting member of the Board. Parents, legal guardians, or relatives of a graduating senior are not allowed to chair or serve on this committee. This committee shall secure scholarship applications from graduating seniors through the school's Guidance Office and shall select from among the applicants an appropriate number of scholarship winners as decided by the committee. Selection of winning applicants shall be based on activity participation, demonstrated leadership abilities and service to the school and community during the applicant's term of enrollment at Palatine High School. Monies awarded as scholarships must be used for tuition, books or study aids for post-high school study. All scholarship checks shall be made payable to the institution providing said post-high school study unless separate arrangements are made with The Club.

School Store Chairperson

The School Store Chairperson shall be responsible for all duties pertaining to the operations of the school store. These duties shall include recruiting and training volunteers to staff the school store, selling merchandise at special events, maintaining the on-line sales, and working with various vendors to purchase and maintain adequate merchandise levels. The Chairperson shall keep accurate records as to inventory sold, and the remitting of all monies collected to the treasurer along with records that support the expenditures and collections for each event.

Sports Chairperson

The Sports Chairperson coordinates the production of and arranges to sell the Sports Program Booklet, assists on Picture Day and organizes and manages Sports Awards Night.

Support Activities Chairperson

The Support Activities Chairperson shall provide volunteers for student social functions and other support as needed. This may include coat check and refreshments for the Homecoming and 'Turn About' Dances, and staff homecoming breakfast.

Technology Web Chairperson

The Technology Web Chairperson shall be responsible for researching and presenting ways for the organization to maintain our online presence for the purpose of raising funds (including ticket sales for fundraising events), managing memberships, organizing and managing volunteers, creating social awareness, sharing event photos, posts, other publicity items and tasks deemed necessary by the Board. The Technology Web Chairperson will also see to the maintenance and updating of the organization's website in a timely fashion as decided by the Board.

Technology Facebook Chairperson

The Technology Facebook Chairperson will research the options for posting information on social media and present their recommendations to the Board. The Chairperson will then see to the implementation of the necessary social media.

Volunteer Coordinator

The Volunteer Coordinator request, receive and assign interested volunteers from the membership committee and other sources and will be responsible for pairing the volunteers with the event(s) that they would like to be a part of. All committees requiring volunteers will inform the volunteer coordinator of the roles that they need filled by volunteers.

Ways and Means Chairperson

The Ways and Means Chairperson shall be responsible for researching and presenting fundraising opportunities to the Board. Once a fundraising opportunity is approved by the Board, the chair will facilitate the request. The funds raised will go into the general fund.