

Duties of Patriot Board of Directors

From Article VI of the By-Laws:

President: Shall preside at all Patriot Booster meetings and shall perform other duties usually pertaining to the office of President. The President, with the approval of the majority of elected Board of Directors, shall make decisions in a situation requiring immediate action. (Often this officer will have some occasional to regular contact with key staff/leaders at PHHS).

Vice President: shall assist the President and shall preside over any meeting in the absence of the President. In the event that the President cannot complete the designated term, the VP shall complete the remainder of the term in the position of President.

Secretary: shall keep a record of all Patriot Booster club meetings. Also, they will present minutes for approval, maintain a copy of the By-Laws, and shall add all amendments to the By-Laws, and shall retain a copy of all minutes during his/her tenure in the office in this office and shall deliver to his/her successor all such documents. (Sends out reminders of meetings and special events to the Booster email list; updates email list as needed.)

Treasurer: shall deposit all moneys received into an appropriate account as approved by the Board of Directors; keep full and accurate account of receipts and expenditures; shall make disbursements as authorized by the President and/or Board of Directors. The Treasurer's report is to be attached to minutes as an official record. They shall assist in the requested audits or the Booster Club accounts and finances. The signatures of the Treasurer and President are required for any withdrawal in excess of \$300 from any financial accounts maintained by the Booster Club.