

## **Cedar Park High School Tennis Booster Club Board Members Roles and Responsibilities**

### President:

1. Set meeting agendas.
2. Preside over annual or quarterly meetings.
3. Run the annual election of officers.
4. Coordinate with board members and Coach with annual projects, objectives & issues.
5. Meet with Coach on a regular basis to gain insight on present and future program needs.
6. Coordinate with Coach and board members on planning the year-end banquet.
7. Submit the annual Booster club financials & contact info to CPHS bookkeeper by May.
8. Send out correspondence to tennis parents on team updates or instructions from Coach.
9. Serve as administrator for Amazon Smile account.

### Vice President:

1. Attend all club meetings.
2. Preside over club meetings in the absence of the president.
3. Offer insights and recommendations concerning club agendas and activities.
4. Lead or assist with at least one project.
5. Be prepared to assume responsibilities of the board president in the unlikely event the president is unable to perform duties.

### Treasurer:

1. Maintain accurate records for all financial aspects of the CPHS Tennis Booster Club.
2. Along with the president, be a signatory to the bank account for our non-profit booster club.
3. By Sept 1, submit to the CPHS bookkeeper the end-of-year financial 990 printed from the IRS website.
4. Maintain and update account records.
5. Pay bills upon receipt of documentation and approval.
6. Prepare and present the financial report at the annual meeting.
7. From the booster account, Pay the annual Parent Booster USA membership fee for CPHS Tennis Booster Club by January 1.
8. Coordinate with the VRHS Tennis Booster Club treasurer for the LISD "March Madness" tournament in the spring, as this is co-sponsored by CPHS & VRHS.

### Secretary

1. Maintain all of the records of reporting.
2. Take minutes at each board meeting and report at the following meeting.
3. Send reminders for action items within one week of the next board meeting.
4. Help maintain the Twitter account of the booster club.