

Duties of Executive Board

1. President

- a. The President shall be the Chief Executive Officer of X-treme Gymnastics Boosters.
- b. The duties of the president shall include, but are not limited to:
 - I. Preside over all Boosters meetings, including Executive Board meetings and committee meetings
 - II. Be a member ex-officio of all committees
 - III. Be responsible for upholding the purposes of the X-treme Gymnastics Boosters and the enforcement of the bylaws
 - IV. Shall determine the date and site of regular and special meetings.
 - V. Prepare a written agenda for each and every Executive Board meeting.

2. Vice President

- a. The Vice President shall be the assistant to the President. He/she shall assume the duties of the President in his/her absence.
- b. The duties of the Vice President shall include, but are not limited to:
 - I. Be a member of the gymnast recognition committee
 - II. Assist in upholding the purposes of the X-treme Gymnastics Boosters and the enforcement of the by-laws and the operating rules and procedures of the club.
 - III. Assist in welcoming new members during the meet season.

3. Secretary

- a. The Secretary shall be the official records keeper of X-treme Gymnastics Boosters.
- b. The position of secretary can be held by two members who agree to split duties. In this case, the secretaries will be referred to as co-secretaries.
- c. The duties of the secretary shall include, but are not limited to:
 - I. Keep the minutes of the general meetings and executive board meetings of the X-treme Gymnastics Boosters
 - II. Maintain a roster of all members, including their addresses, telephone numbers, and email addresses.
 - III. Shall keep a record of attendance at all Board meetings.
 - IV. Post a copy of all minutes of the General Membership meetings to the membership and distribute copies to the Executive Board.
 - V. Keep a current copy of the Bylaws and Procedures.
 - VI. Be responsible for posting notice for upcoming meetings.
 - VII. Be in charge of social media.

4. Treasurer

- a. The Treasurer shall be responsible for any monies collected by the X-treme Gymnastics Boosters and maintaining any financial records.
- b. The position of treasurer can be held by two members who agree to split duties. In this case, the treasurers will be referred to as co-treasurers.
- c. The duties of the Treasurer shall include, but are not limited to:
 - I. Shall keep an accurate account of all business transactions of the Boosters, including collection and recording of all receipts and disbursement of funds.
 - II. Shall give a Treasurer's Report at each regularly scheduled Board meeting and General Membership meeting.
 - III. Shall be responsible for all federal, state, and local governmental filings (i.e., tax returns and annual reports.)
 - IV. Shall keep a current copy of the Articles of Incorporation and Determination of Tax Exempt Status.
 - V. Be a member of the Fundraising Committee.

VI. Shall maintain membership with Parent Booster USA.