



BOARD VACANCIES 2024-2025

The Geneva All-Sports Boosters will have board positions available for the 2024-2025 school year with the Yard Sign Chair available now. The descriptions and duties for each available position are listed below. We like to have interested volunteers work side by side with current members for the school year before the start of their term. Please contact Liz Peterson (genevasportsboosters@gmail.com) if you are interested or have any further questions.

Duties of the Vice President. In the absence of the President, or in the of that individual's inability or refusal to act, the Vice President shall chair all meetings of the Board and/or the members and shall perform such other duties as may be delegated to the Vice President by the Board of Directors.

Duties of the Secretary. The Secretary shall act as Secretary of the Corporation and the Board of Directors, act as the official custodian of all records, shall be responsible for the keeping and reporting of adequate records of all meetings of the Board of Directors and the members, assist in preparing materials for all meetings, and shall perform such other duties as are customarily performed by or required of corporate secretaries.

The Secretary shall manage the active social media account(s) of the Board. This includes regular amplification of GHS sports stories and the social media postings of various GHS groups, coaches, and clubs.

The Secretary shall manage the Board's website to ensure reasonable functionality, updates as necessary, and the addition of regular meeting minutes as well as any other information deemed relevant by the Board.

Duties of the Treasurer. The Treasurer shall control all funds of the Corporation. This responsibility includes ensuring accurate accounting of all financial transactions, periodic reporting to the Board of Directors, as well as the preparation and filing of federal and state tax and other regulatory documents. The Treasurer will create a proposed budget to be approved by the Board of Directors and disburse funds in accordance with said budget.

Duties of the Yard Sign Chairperson The Yard Sign Chairperson will create and coordinate the sale of all yard signs and decals for the Sports Boosters.

Any questions? Please e-mail genevasportsboosters@gmail.com

www.genevasportsboosters.com