

Definition of Officers & Committees



- Definition of Officers
- Definition of Committees
- Executive Committee Financial Checklist

The Internal Auditors and individuals associated with the Pasadena Independent School District are not an authority on tax-related or accounting situations concerning Parent Organizations, Booster Clubs and Exempt Organization. Parent Organization, Booster Clubs, and Exempt Organizations should obtain competent independent counsel concerning tax and accounting-related circumstances.

BOOSTER CLUB ORGANIZATION

Each booster organization must develop and maintain by-laws that are reviewed on an annual basis by all of the booster club officers.

The by-laws should contain the detail of the rules of membership. This document must address the organization's fiscal year, organizational structure and the method used to elect officers. Only active members in good standing shall be permitted to hold office or vote upon any matter of business of the organization.

At a minimum, the booster organization shall elect the following officers on an annual basis.

PRESIDENT

Typically, the president of a booster organization is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside at all meetings of the organization;
- Regularly meet with the designated campus representative regarding booster activities;
- Resolve problems in the membership;
- Regularly meet with the treasurer of the organization to review the organization's financial position;
- Select an officer as the designee to receive bank statements;
- Schedule annual audit of records or request an audit if the need should arise during the year;
- Perform any other specific duties as outlined in the by-laws of the organization.

VICE-PRESIDENT

The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president;
- Perform other specific duties as outlined in the by-laws of the organization.

Note: Larger booster organizations may find it necessary to elect several vice presidents with responsibility over differing areas. Such positions shall be clearly defined in the by-laws of the organization.

SECRETARY

The secretary is responsible for keeping accurate records of the proceedings of the association and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings, and have a thorough knowledge of parliamentary law and the organization's by-laws. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster organization if such a governing board is defined by the by-laws;
- Maintain the records of the minutes, approved by-laws and any standing committee rules, current membership and committee listing;
- Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
- Maintain records of attendance of each member;

- Conduct and report on all correspondence on behalf of the organization;
- Other specific duties as outlined in the by-laws of the organization;
- Provide end-of-year copy of minutes to the principal along with the name of new board members;
- Provide end-of-year financials to the Internal Auditor and principal by September 30th of each year.

TREASURER

The treasurer is the authorized custodian of the funds of the association. The treasurer receives and disburses all monies indicated in the budget and prescribed in the local by-laws or as authorized by action of the association. The major duties include, but are not limited to, the following:

- Serve as chairperson of the Budget and Finance Committee if prescribed within the by-laws of the organization;
- Issue a receipt for all monies received and deposit in a timely manner;
- Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within thirty days of the previous month end; Copies should be available for review by the general membership if requested;
- File current financial reports at the end of each semester (December and June) with the campus principal, campus bookkeeper, and the District Internal Auditor;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually);
- File annual IRS form 990 in a timely manner;
- Submit records to audit committee appointed by the organization upon request or at the end of the year;
- Other specific duties as outlined in the by-laws of the organization.

PARLIAMENTARIAN

The primary duty of the parliamentarian is to advise the presiding officer on parliamentary law and matters of procedure when requested. The president or presiding officer of the organization alone has the power to make decisions or rule on a point of order. Thus, after the parliamentarian has given his advice, the presiding officer must make the ruling to the organization – he is not obligated to follow the recommendation of the parliamentarian. The parliamentarian should be thoroughly familiar with the by-laws and any standing rules of the group on which he serves. A copy of Robert's Rules of Order Newly Revised should be maintained by the organization and referenced as needed.

SPECIAL COMMITTEES

Special committees are created for a specific purpose and voted upon by the membership. The committee is automatically dissolved as soon as that purpose is accomplished and the committee report is made. Special committees should complete their assignments within the current school year. If the objectives are not met at the end of the school year, officers will be required to reappoint members of the committee for the following year until the purpose of the committee has been achieved. Individuals who have a conflict of interest shall not be allowed to serve as members of the committee. For example, senior parents would not be included on a scholarship committee since their child is a potential recipient of the monies.

NOMINATING COMMITTEE

The nominating committee is formed from the organization's membership in the spring of each year. The purpose of the committee is to recommend various members of the organization for office in the coming school year. The nominating committee should be charged with soliciting recommendations for officer positions within the organization. The committee should then contact the potential candidate directly to ascertain their willingness and desire to serve. The nominating committee should report back to the membership on their results in the spring (typically by mid-April) so that elections may be held.

AUDIT COMMITTEE

At the end of the fiscal year, an audit of the booster club's financial records should be conducted. The audit should be performed by individuals who are independent from day-to-day financial activities. The primary objectives of the audit are to:

- Verify the accuracy of the Treasurer's financial reports;
- Ensure that the club's cash balances are accurate;
- Determine that established procedures for handling booster funds have been followed;
- Ensure that expenditures occurred in a manner consistent with the organization's by-laws;
- Ensure that all revenues have been appropriately received and recorded.

The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the president of the organization and a resolution reached prior to presentation. All officers of the organization shall make records available as requested by the committee. Suggested audit procedures are included in a later section of this manual.

ELECTION OF OFFICERS

The election of officers of the organization will occur annually within the timelines and manner prescribed by the booster organization by-laws. Typically the election of officers should occur by May of each year so that the newly elected officers may be in place for the start of the next school year. The transfer of records and audit of the accounts should be complete no later than July 1st of each year. Officers may be elected in a variety of methods (simple majority, secret ballot) in accordance with the organization's by-laws. The election of officers should be from a slate of officers presented by the nominating committee in the spring of each school year. Recommendations may also be taken from the floor at the time of the vote in accordance with Robert's Rules of Order. At no time should officers be appointed without the input and approval of the membership.

EXECUTIVE COMMITTEE

Members of the Executive Committee of booster clubs have the responsibility to ensure the organization procedures and operating practices are fiscally, financially and legally sound. As a member of the Executive Committee, each individual is required to assure the organization's membership that the organization is operating in conformance with all the rules, regulations, laws, ordinances and statutes that govern the organization. As a board member, an individual is legally obligated to be prudent and reasonable in conducting himself to help preserve and protect the organization. The Executive Committee members must actively participate in the management of the organization including attending meetings, evaluating reports and reading minutes. Any signs of conflict of interest should be avoided. If a conflict arises, it should be reported immediately. The committee members may be required to prove that the transaction is fair, reasonable and in the best interest of the organization.

Executive Committee Financial Checklist

- ✓ Budget has been approved.
- ✓ Treasurer handles all funds.
- ✓ A blank check is never signed.
- ✓ All checks are required to have two signatures.
- ✓ Funds are always deposited into the authorized bank account.
- ✓ Funds are always kept separate from personal funds or school funds.
- ✓ Two people count the money and provide the treasurer with a signed proceeds receipt.
- ✓ Sales slips, receipts or invoices are provided for every expenditure.
- ✓ A Check Request Form is required to receive reimbursement.
- ✓ The monthly bank statement is reconciled immediately by the treasurer.
- ✓ The monthly bank statement is reviewed and initialed by the president.
- ✓ A written quarterly financial report is provided by the treasurer.
- ✓ A year-end financial report is completed by the treasurer and presented to the Campus by the established date.
- ✓ An annual audit is conducted and presented to the Internal Auditor by the established date.

NOTES

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