

# Cheerforce San Diego All Star Booster Club

## Officers, Directors, Board Members at Large, Chair and Committee Expectations

**DUTIES:** It shall be the duty of the Officers and Directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of the Booster Club and its Bylaws;
- (b) Appoint and remove, employ and discharge, and, except as otherwise provided by the Booster Club Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the Booster Club;
- (c) Supervise all officers, directors, board members at large, committee chairs, committee members, agents and employees of the Booster Club to assure that their duties are performed properly;
- (d) Meet at such times and places as required by the Booster Club Bylaws;
- (e) Register their addresses with the Secretary of the Booster Club and notices of meetings mailed or telegraphed to them at such addresses shall be valid notices thereof.

**NOMINATION AND TERMS OF OFFICE:** Nominations for Officers and Directors may be submitted by the board or by individual Members of the Booster Club. Officers and Directors shall be appointed at each annual meeting by the Board of Directors then in office. Newly appointed Officers and Directors will serve a probationary period of ninety (90) days. At the completion of the probationary period the board will confirm the newly appointed officer by at least a majority vote. The Officer and/or Directors will then hold office until the next annual meeting. Each Officer and/or Director, including an Officer and/or Director appointed to fill a vacancy, shall hold office until the expiration of the term for which appointed and until a successor has been appointed and qualified.

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Cheerforce San Diego Booster Club so as to support the Booster Club's mission and needs.

*\*Members of the Board of Directors share these responsibilities while acting in the interest of Cheerforce San Diego Booster Club. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Varies per Position, see descriptions for specific terms.

**Meetings and time commitment:**

- The Board of Directors meets June through May (date = TBD), 6:00 p.m., at 702 Broadway El Cajon CA. Meetings typically last 90-120 minutes.
- Committees of the Board meet an average of 10 times per year, pending their respective work agenda.
- Officers and Directors are asked to attend no more than two special events or meetings per year, as they are determined.

**Expectations of Officers, Directors, Board Members at Large & Committee Chairs:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Cheerforce San Diego Booster Club mission, objectives, and programs.
- Help communicate and promote Cheerforce San Diego Booster Club mission and programs to the community.
- Become familiar with Cheerforce San Diego Booster Club finances, budget, and financial/resource needs.
- Understand the policies and procedures of Cheerforce San Diego Booster Club
- Financially support Cheerforce San Diego Booster Club in a manner commensurate with one's ability.
- **Maintain a positive and helpful attitude at all times in person, in writing, social media and face to face interactions with Staff, Board/Committee Members, Parents/Athletes and all others. Follow all gym rules, guidelines and policies. Present a positive image of the Booster Foundation and Cheerforce at all times.**

# Open Positions for 2017-2018 Booster Foundation

## PRESIDENT (Executive Position, Voting Member SPECIAL ELECTION YEAR)

**Summary: Control & Supervise the Board of Directors and Members at Large.**

Subject to the control and supervision of the Board of Directors, the President shall generally supervise, direct and control the activities and affairs and the Executive Officers and appointed Directors of the Foundation. He/She shall preside at all meetings of the Board of Directors. He/She shall have such other powers and duties as may be prescribed by the Board of Directors or these Bylaws. He/She shall have one vote, but only to break a tie. In the absence of the President Board members will preside at each meeting in the following order: Vice President A, Vice President B, Secretary and Treasurer. The President shall serve a two-year term of office. Each term shall commence July 1st of each even numbered year.

## VICE PRESIDENT A (Executive Position, Voting Member)

**Summary: 2nd in command, oversees and manage items such as Sleep Train & Qualcomm**

In the absence or disability of the President which results in the inability serve as President, Vice-President A shall perform all of the duties of the President, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. In the case of a vacancy in the office of the President, Vice-President A shall automatically succeed to that office and serve for the unexpired term. He/She have such other powers and perform such other duties, as from time to time, may be prescribed for them by the Board or the Bylaws. He/She shall have one vote at all Executive Board of Director and/or Board of Director meetings. Vice President A shall generally supervise all external fundraising activities, including, but not limited to, participation in fundraising partnerships with Qualcomm, Centerplate, Petco, McFarland and any and all group related external fundraising activities dealing with Foundation members' participation at these venues for the purposes of fundraising for individual athlete's accounts. Vice President A shall serve a two-year term of office. Each term shall commence July 1st of each odd numbered year.

## VICE PRESIDENT B (Executive Position, Voting Member SPECIAL ELECTION YEAR)

**Summary: 3rd in command, oversees general board needs and fundraising.**

In the absence or disability of the President and Vice-President A, which results in the inability of either to serve as President, Vice President B shall perform all of the duties of the President, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. In the case of a vacancy in the office of the President, and Vice-President A's inability to serve as President, Vice President B shall automatically succeed to that Office and serve for the unexpired term. He/She have such other powers and perform such other duties, as from time to time, may be prescribed for them by the Board or the Bylaws. He/She shall have one vote at all Executive Board of Director and/or Board of Director meetings. Vice President B shall generally supervise all internal fundraising activities, including, but not limited to, participation in fundraisers such as cookie dough, car washes, opportunity drawings, etc. for the purposes of Foundation members fundraising for individual athlete's accounts, as well as gym wide fundraisers for the benefit of the gym. Vice President B shall also Chair any and all Fund Raising Committees. Vice President B shall serve a two-year term of office. Each term shall commence July 1st of each even numbered year.

## SECRETARY (Executive Position, Voting Member)

**Summary: Document and securely store Booster Minutes, Agendas and Legal Information**

The Secretary shall keep or cause to be kept at the Principal Office or such other place as the Board of Directors may direct, a Book of Minutes of all meeting and action of the Executive Board of Directors, Board of Directors and committees of the Board of Directors. He/She shall also keep, or cause to be kept, at the Principal Office in the State of California, a copy of the Bylaws, as amended to date. If the Foundation is one having members, the Secretary shall also maintain a complete and accurate record of the Membership of the Foundation, as well as a record of the proceeding of all meetings of the membership, to include end of the year filing. He/She shall give, or cause to be given, notice of all meetings of the Executive Board of Directors, Board of Directors and of Committees of the Board of Directors required by these Bylaws. He/She shall keep the seal of the Foundation in safe custody and shall have such other powers and perform such other duties as may be prescribed by the Executive Board of Directors, Board of Directors or the Bylaws. He/She will be responsible each year for posting open Executive Board of Director and Board of Director positions to the Membership. He/She shall have one vote at all Executive Board of Director and/or Board of Director meetings. The Secretary shall serve a two-year term of office. Each term shall commence July 1st of each odd numbered year.

## BOARD MEMBERS AT LARGE (No more than 5 = Non-Voting Member)

**Summary: Provide overall support and assistance to the annual responsibilities, tasks & goals of Booster Foundation**

AT LARGE DIRECTORS: A total of no more than five (5) At Large Directors shall be appointed during any given year to assist the Executive Board of Directors and the Board of Directors carry out its duties. As an At Large Director, he/she shall perform duties and tasks assigned, as prescribed by the Executive Board of Directors and/or the Board of Directors. An At Large Director may also form a committee of assistants to aid in the performance of the duties and/or tasks assigned to be performed. Each At Large Director shall have one vote at all Board of Director meetings. The Executive Board of Directors shall appoint the At Large Director(s) at its Annual Meeting or as soon after as may be necessary. Any and all At Large Directors shall serve an annual one year term. Each terms shall commence in July.

**CheerForce San Diego All Star Booster Club Foundation**  
**702 Broadway El Cajon CA cheerforcesdboster@yahoo.com**

Name, Phone#, eMail address of organizational representative:

**cheerforcesdboster@yahoo.com**

Please return this application to the above address by: **6/2/17**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

First

Middle

Last

Address: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ eMail: \_\_\_\_\_

**Please list boards and committees that you have currently serve on or have served on in the past.** (Business, Civic, Community, Fraternal, Political, Professional, Recreational, Religious, Social or other).

Organization	Title/Role	Dates of Service

**Education/Training/Certificates:**

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**Optional: Have you received any awards or honors you would like to mention?**

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**How do you feel CheerForce San Diego All Star Booster Club Foundation would benefit from your involvement on the Board?**

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**Will you be able to differentiate between being a CheerForce Parent and Booster Club member and serve the booster club without Biases? \_\_\_\_\_**

**Position Applying For: \_\_\_\_\_**

**Skills, Experience and Interests (Please circle all the apply)**

Finance/Accounting

Education/Instruction

Personnel/Human Resources

Special Events

Administration/Management

Grant Writing/Fundraising Outreach

Non Profit Experience

Advocacy

Community Service

Other:

Policy Development

\_\_\_\_\_

Program Evaluation

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Public Relations/Communications

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**Please tell us anything else you would like to share:**

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**Thank YOU for your interest and application!**

**We will contact you shortly to set up an interview.**