

Do  **have what it takes?**

**Elite Gymnastics Organization
Booster Club**

Election of new

Board Members

for the Membership Year

2009 to 2010

**If you are interested, please put a short
resume in Tony DiSalvatore mail box**

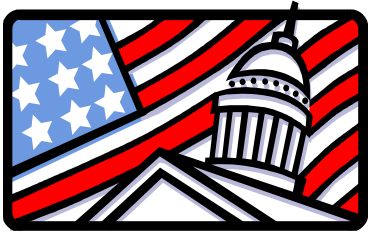
(The requirements for these positions are posted on the bulletin board.)



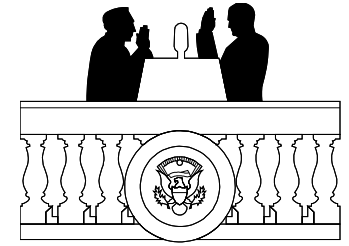
PRESIDENT:



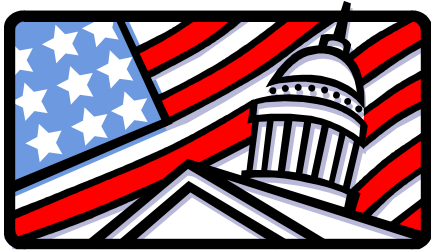
- The position of President is elected by the general membership annually each. May.
- The President's term of office is for one year from June of the year elected through May of the following year.
- The position of President oversees *all* areas of the organization.
- The President is responsible for arranging and presiding over all club meetings.
- The President acts as a liaison between the gym (Orlando Metro) and the Booster Club.
- The President coordinates all elected and non-elected positions.
- The President works with each Meet Chairperson to ensure that all Metro meets are planned and coordinated effectively, working together with the gym (Orlando Metro) and the Board of Directors. The actual coordination for the meets shall be the actual Meet Chairperson's complete responsibility.
- Working together with the Treasurer, the President will lead the organization by establishing a proposed budget for the new membership year by April.
- The President will be responsible for overseeing the annual, end of season banquet/party.
- The President will assume any additional responsibilities as may become necessary during the year.
- The job requires a *minimum* of 4 hours per week in time commitment, but the hours will vary.
- The position pays 6 value awards each month.



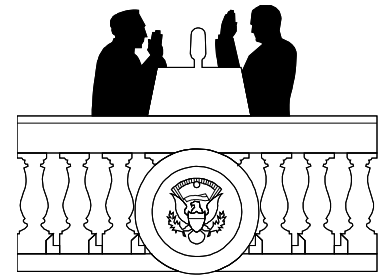
1st VICE PRESIDENT FUNDRAISING:



- The position of 1st Vice President is elected by the general membership annually each. May.
- The 1st Vice President's term of office is for one year from June of the year elected through May of the following year.
- The position of 1st Vice President serves as an assistant to the President in overseeing all areas of the organization.
- The 1st Vice President will assume all duties of the President in his/her absence.
- The 1st Vice President will oversee and serve as the main liaison for all fundraising activities approved by the Board of Directors and the general membership.
- In support of the Booster Club and Orlando Metro's goals each year, the 1st Vice President will establish a committee to layout the Club's overall fundraising strategy for the year.
- The 1st Vice President will assume any additional responsibilities as may become necessary during the year.
- There is no specific time frame for completing each task, as all duties are constant.
- The job requires a *minimum* of 6 hours per month in time commitment, but the hours will vary.
- The position pays 3 value awards each month.



2ND VICE PRESIDENT COMMUNITY SERVICE:



- The position of 2ND Vice President is elected by the general membership annually each. May.
- The 2ND Vice President's term of office is for one year from June of the year elected through May of the following year.
- The position of 2nd Vice President serves as an assistant to the President in overseeing all areas of the organization.
- In support of the Booster Club and Orlando Metro's goals the 2nd Vice President will research and compile a list of opportunities for Community Service for the gymnasts and/or families.
- The 2nd Vice President will have the list approved by the Board of Directors and Orlando Metro management.
- The 2nd Vice President will be completely responsible for each Community Service event including the planning, organizing and presenting the event to the general membership as well as documenting gymnasts attendance at the events.
- The 2nd Vice President will assume any additional responsibilities as may become necessary during the year.
- There is no specific time frame for completing each task, as all duties are constant.
- The job requires a *minimum* of 6 hours per month in time commitment, but the hours will vary.
- The position pays 3 value awards each month.



SECRETARY:



- The position of Secretary is elected by the general membership annually each May.
- The Secretary's term of office is for one year from June of the year elected through May of the following year.
- The position of Secretary is responsible for maintaining all written records and official files for our organization, including but not limited to Board Meetings and Monthly General Membership Meetings.
- The Secretary is responsible for posting notices for General Meetings at least one week before the meeting is scheduled to take place.
- The Secretary is responsible for reading the Minutes from each prior meeting at each subsequent club meeting.
- The Secretary will take the Minutes at all Board and Monthly General Membership meetings.
- Within two weeks after the meeting the Secretary will post on the EGO Booster Club bulletin board the typed Minutes of each General Membership meeting and will submit a copy of the Minutes to the Web Site Chairperson for posting on the club web site (www.egoboosters.org).
- The Secretary will maintain and check periodically the EGO Booster Club voicemail message line. This will include checking regularly for messages, and then notifying the appropriate people needed to take action to fulfill the callers request.
- The Secretary will be responsible for checking the EGO Booster Club official Post Office Box periodically. This will include picking up any mail and distributing same to the appropriate people.
- The Secretary will work with the Newsletter Chairperson each month to perform a final review of the monthly Booster Club Newsletter prior to final printing and distribution.
- The Secretary will coordinate the annual election process including: 1) Posting all positions with descriptions of responsibilities, time requirements, and value awards given; 2) Drawing up reader friendly ballots listing each position available and each candidate's name under the appropriate position name; 3) monitoring the election for accuracy and privacy; 4) and maintaining all written electoral records in the permanent club files.
- The Secretary will assume any additional responsibilities as may become necessary during the year.
- The job requires a *minimum* of 10 hours per month in time commitment, but the hours will vary.
- The position pays **3** value awards each month.



TREASURER:



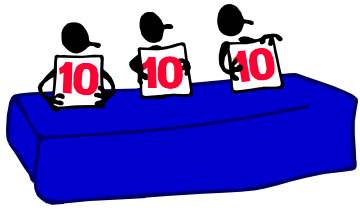
- The position of Treasurer is elected by the general membership annually each. May.
- The Treasurer's term of office is for one year from June of the year elected through May of the following year.
- The Treasurer is responsible for maintaining the financial accounts and records for the organization in accordance with Generally Accepted Accounting Procedures.
- The Treasurer will present a current financial report at each monthly General Membership Meeting.
- The Treasurer is responsible for filing any necessary reports with the State and Federal government, including, but not limited to: 1) A "Nonprofit Corporation Annual Report", which must be filed with the Florida Department of State by May 1st of each year, and 2) A Federal Income Tax Return, which must be filed by October 15th of each year.
- The Treasurer will provide the Corporate books for an audit at the end of each fiscal year.
- The Treasurer will work closely with the Value Awards Coordinator to ensure that requests for payment and reimbursement that are submitted are processed in a timely and accurate manner.
- Working together with the President, the Treasurer will assist in establishing a proposed budget for the new membership year by April.
- The Treasurer will work closely with the various Chairpersons to receive and disburse monies associated with their respective fundraising events.
- The Treasurer is responsible for verifying with each Chairperson all fundraising distributions prior to releasing value awards.
- The Treasurer will assume any additional responsibilities as may become necessary during the year.
- The job requires a *minimum* of 4 hours per week in time commitment, but the hours will vary, particularly during main fundraising events and year end final disbursements.
- The position pays 6 value awards each month.



VALUE AWARDS COORDINATOR:



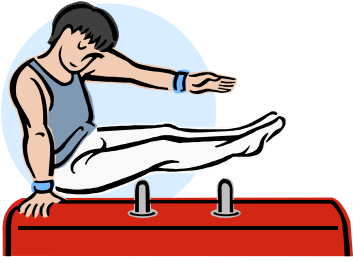
- The position of Value Awards Coordinator is elected by the general membership annually each. May.
- The Value Awards Coordinator's term of office is for one year from June of the year elected through May of the following year.
- The Value Awards Coordinator is responsible for recording and publishing value awards earned by Booster Club members within two weeks after receiving the finalized fundraising event report.
- The Value Awards Coordinator is responsible for determining the distribution and the conversion of value awards into points for disbursement.
- The Value Awards Coordinator will educate the general members on the Value Awards Program, as needed.
- The Value Awards Coordinator will provide a verbal reports at each month General Membership meeting.
- The Value Awards Coordinator will provide, maintain, and update a Value Awards Roster Binder that is easily accessible to all EGO Booster Club members.
- The Value Awards Coordinator is responsible for distributing and collecting the Request for Reimbursement forms, and verifying information with the appropriate parties prior to forwarding same to the Treasurer for payment.
- The Value Awards Coordinator will work closely with the Treasurer to ensure that requests for payment and reimbursement that are submitted are processed in a timely and accurate manner.
- The Value Awards Coordinator will assume any additional responsibilities as may become necessary during the year.
- The job requires a *minimum* of 15 hours per month in time commitment, but the hours will vary.
- The position pays 4 value awards each month.



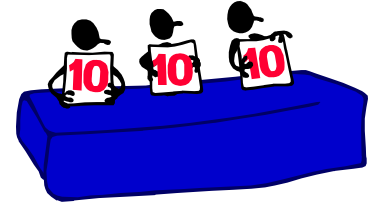
GIRLS TEAM LEVEL LIAISON:



- The position of Girls Team Level Liaison is elected by the general membership annually each. May.
- The Girls Team Level Liaison's term of office is for one year from June of the year elected through May of the following year.
- The position of Girls Team Level Liaison is responsible for coordinating efforts between Jeff Wood and the coaches, parents with female gymnasts and the Booster Club.
- The Liaison will report on recent meet scores and the accomplishments of the female team gymnasts at each monthly General Membership meeting.
- The Liaison is to monitor and evaluate all girls Individual Level Liaisons on a monthly basis.
- The Liaison is responsible for calling the girls Individual Level Liaisons to communicate information on an as needed basis and follow-up with each Individual Liaison to ensure everyone is contacted and informed.
- The Liaison will inform the organization of new developments in the girls program, as that information becomes available.
- The Liaison will copy the Web Site Chairperson on any relevant girls information that should be posted on the club web site (www.egoboosters.org).
- The Liaison will assume any additional responsibilities as may become necessary during the year.
- The job requires a *minimum* of 6 hours per month in time commitment, but the hours will vary, particularly during the competition season.
- The position pays 3 value awards each month.



BOYS TEAM CLASS LIAISON:



- The position of Boys Team Class Liaison is elected by the general membership annually each. May.
- The Boys Team Class Liaison's term of office is for one year from June of the year elected through May of the following year.
- The position of Boys Team Class Liaison is responsible for coordinating efforts between Jeff Wood and the coaches, parents with male gymnasts and the Booster Club.
- The Liaison will report on recent meet scores and the accomplishments of the male team gymnasts at each monthly General Membership meeting.
- The Liaison is to monitor and evaluate all boys Individual Level Liaisons on a monthly basis.
- The Liaison is responsible for calling the boys Individual Level Liaisons to communicate information on an as needed basis and follow-up with each Individual Liaison to ensure everyone is contacted and informed.
- The Liaison will inform the organization of new developments in the boys program, as that information becomes available.
- The Liaison will copy the Web Site Chairperson on any relevant boys information that should be posted on the club web site (www.egoboosters.org).
- The Liaison will assume any additional responsibilities as may become necessary during the year.
- The job requires a *minimum* of 6 hours per month in time commitment, but the hours will vary, particularly during the competition season.
- The position pays 3 value awards each month.