

### **President**

- Shall preside over all General Membership meetings, Governing Board meetings, and any Special General Membership meetings.
- Shall be responsible for upholding the purposes of the Olympia Gymnastics Booster Club and the enforcement of the Bylaws and the Operating Rules and Procedures of the Club.
- Shall determine the date and site of regular and special meetings.
- Shall be a member of all committees ex-officio.
- Shall prepare a written agenda for each and every Governing Board meeting.  
Shall be responsible for the planning and execution of the Athlete Warrior Challenge (AWC) meet and any other Olympia Gymnastics Booster Club sponsored meets.

### **Vice President**

- Shall be responsible to assist the President in his/her duties.
- Shall preside over any meetings and carry out other duties of the President in his/her absence.
- Shall assume the office of the President in the event the President can no longer serve in that capacity.
- Shall serve as assistant of the President in coordinating all the Corporation's activities.
- Shall be responsible for the planning and execution of the Athlete Warrior Challenge (AWC) meet and any other Olympia Gymnastics Booster Club sponsored meets.

### **Secretary**

- Shall keep a roster of all members, including necessary contact information for all such members.
- Shall keep a record of attendance at all Governing Board meetings.
- Shall keep a record of the Minutes of all Governing Board meetings.
- Shall make copies of all Amendments, General Membership Meeting Minutes.
- Governing Board Meeting Minutes and make them available to the membership.
  - Shall post a copy of all Minutes of the General Membership and Governing Board meetings to the membership, and distribute copies to the Governing Board.
  - Shall keep a current copy of the Bylaws and Operating rules and Procedures.
  - Shall be responsible for posting notice for upcoming meetings.
- Shall be responsible for making and distributing travel cards for all gymnasts.
- Shall be responsible for the planning and execution of the Athlete Warrior Challenge (AWC) meet and any other Olympia Gymnastics Booster Club sponsored meets.

### **Treasurer**

- Shall keep an accurate account of all business transactions of the Corporation, including collection and recording of all receipts and disbursement of funds in furtherance of the corporate objectives.
- Shall give a Treasurer's Report at each regularly scheduled Governing Board meeting and General Membership meeting. Shall be responsible for all federal, state, and local governmental filings (i.e., tax returns and annual reports.)

- Shall keep a current copy of the Articles of Incorporation and Determination of Tax Exempt Status.
- Shall be responsible for the planning and execution of the Athlete Warrior Challenge (AWC) meet and any other Olympia Gymnastics Booster Club sponsored meets

#### **Assistant Treasurer**

- Shall be responsible for assisting the Treasurer in his/her duties.
- Shall keep an accurate account of all monies deposited into OGBC accounts.
- Shall be responsible for the planning and execution of the Athlete Warrior Challenge (AWC) meet as well as any other Olympia Gymnastic Booster Club sponsored meets.

#### **Event Coordinator**

- Shall be responsible for the organization of all special events (summer gatherings, holiday parties, and team banquet/end of the year celebrations).
- Shall be responsible for all meet preparation.

#### **Communications Director**

- Shall be responsible for all electronic communication. Includes social media and all direct communication with members.
- Shall be responsible for organizing any and all technology needed for meets.
- Shall coordinate with OGA any necessary technical information to support meets.

#### **Trustees (3)**

- Shall be responsible for duties related to meet preparations.
- Meet responsibilities may include program creation, sponsorship duties, hotel reservations, award procurement, etc....