



**New Caney Athletic ISD Booster Club
2010-2011
Officer Nomination Form**



Instructions: Below is a list of each of the New Caney ISD Athletic Booster Club officer positions and descriptions. Please read and then **nominate only one (1) candidate for each position.**

1.) President

The President shall preside at all meetings of the club, and any other meetings dealing with the ABC. The President shall prepare the Agenda for each monthly meeting. The President serves as a primary spokesperson for the club. The President may call additional meetings as business necessitates or two members or officers may request the President call a meeting. The President will also work with the Sports Representatives and the Food Service Manager.

2.) Vice-President (One for New Caney / One for Porter)

The Vice-President shall aid the President as necessary. The Vice-President shall perform all duties of the President in the event that the President is unable. The Vice-President shall meet with the Sports Representatives and set up fund raisers for the Fall, Winter and Spring. The Vice-President will also work with the President, all Sports Representatives and Coaches when we do a Hospitality Room. The ABC only pays for the main part of the meal. The President and Vice-President will set up meetings with the Sport Representatives and/or Coaches to assist with fund raisers, set up and run spirit tables' at all home games.

3.) Secretary

The Secretary shall record minutes of all membership and Board meetings, in the event that both the President and the Vice-President are unable to run the monthly meeting, the Secretary will assume the responsibilities. All minutes shall be kept in a book. When the secretary leaves, the book will be passed to the new Secretary. The Secretary must make a copy of each meeting and give to the Principal each month. The secretary will also track worker / volunteer hours with the name or the Parent and name of the Athlete. This will be needed for scholarship submission. The Secretary will give the President an up to date membership list as it changes.

4.) Treasurer

The Treasurer is responsible for all monies received in the ABC Bank Accounts. The Treasurer will collect all membership dues each year and keep a separate receipt book on it. The Treasurer must keep accurate records concerning any and all funds received or disbursed. The Treasurer is responsible for preparing a financial report and presenting the report at the monthly membership meeting. A copy of the monthly financial report will also be given to the President, Secretary, Athletic Director and Principal. The Treasurer will also track worker / volunteer hours, and pay the sport each month. A copy of the sport listed by each work / volunteer and total paid will be given to the President each month.

**New Caney ISD Athletic Booster Club
2010-2011
Officer Election Ballot**

**Please write in your nominations for the below NCISDABC Officers
ONE person per position**

President

Vice-President (New Caney High School)

Vice-President (Porter High School)

Treasurer

Secretary

**Place Nominations in ballot box at March 8th meeting or Send via email to
Info@NewCanevABC.com**