

1. President
 - A. Chair/Attend Executive Booster Club meeting
 - B. Attend General Booster meetings
 - C. Enforce all by-laws and policies.
 - D. Outline and supervise all Booster Club fundraising efforts.
 - E. Set Executive Board meeting times.
 - F. Other duties as needed for the booster

2. Vice-President
 - A. This office is optional and the person in this position will be required to do the same duties as the President if the President is not available
 - B. Assist and coordinate with Chairpersons of committees, as needed.
 - C. Enforce all by-laws and policies

3. Secretary
 - A. Attend Executive Board & General Booster meetings, if President or Vice President is unable to attend
 - B. Enforce all by-laws and policies
 - C. Record and maintain written documentation of Perry High School Track & Field Booster meetings. As a minimum, minutes must include a list of all expenses (amount, date expended, description, and check number, if applicable) since the last minutes were approved.
 - D. Present a written report of previous Booster Club minutes.
 - E. Handle correspondence of the organization.
 - F. Update and manage social media and website for Perry High School Track & Field Booster website.

4. Treasurer
 - A. Attend Executive Board & General Board meetings.
 - B. Coordinate and maintain financial records for all Booster Club's sponsored fund-raising activities.
 - C. Maintain all Booster Club bank accounts, keeping accurate records of all receipts and expenditures.
 - D. Receive all monies of the organization, and make deposits into a bank account.
 - E. Present a current report of financial status at Booster Club meetings.
 - F. Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.