



CAMELBACK HIGH SCHOOL JROTC

BOOSTER CLUB EXECUTIVE BOARD — ROLES & RESPONSIBILITIES

Core Governance Framework & Spend Approval Mandates:

- **Digital Approval Threshold:** Requires a mandatory **3–4 member executive board approval** on the digital platform before Coach/Admin spend requests are processed.
- **Annual Meeting Cycle:** The Executive Board conducts **2–3 formal meetings annually** to review, accept, and archive Treasurer financial statements.
- **District & Tax Compliance:** Full oversight of PXU District Authorizations, Fundraising Permits, and annual IRS filings.

PRESIDENT

Strategic Liaison & Infrastructure Lead

- **Approval Infrastructure:** Establishes and maintains the email communication list used for spend requests, ensuring all board members have access to meet the 3–4 member approval threshold.
- **District Authorization:** Manages annual application for 'Governing Board Approval' and executes Club Sponsor / Booster Agreement with PXU.
- **Digital Spend Approval:** Primary reviewer for Coach transaction requests, verifying mission alignment before quorum voting.
- **Fund raising Leadership:** Submits PXU Fund raising Request Forms for every event and presides over all 2–3 annual meetings.

VICE PRESIDENT

Operational Support & Digital Approver

- **Digital Approver:** Serves as a consistent and timely voting member for expenditure requests to guarantee meeting the 3–4 member minimum approval threshold.
- **Presidential Succession:** Assumes full duties of the President in their absence, including overseeing approval infrastructure and PXU fund raising requests.
- **Volunteer Coordination:** Recruits and coordinates volunteers for all fund raising events and club activities established at annual meetings.
- **Project Support:** Directs special initiatives and large-scale fund raisers requiring administrative oversight.

SECRETARY

Registrar & Documentation Officer

- **Meeting Documentation:** Records official minutes for all 2–3 annual meetings, explicitly documenting membership acceptance of the Treasurer's report.
- **Approval Verification:** Cross-references digital approval logs with meeting minutes to verify all spending was authorized per club and district policy.
- **Bylaw Custodian:** Maintains official Bylaws and ensures digital spend approval protocols are documented and on file with PUSD.
- **Records Archive:** Preserves executive board communications, voting logs, and administrative records.

TREASURER

Financial Custodian & First Sergeant Liaison

- **Receipt Allocation:** Coordinates directly with Athletic Director / First Sergeant to ensure Coach credit card and debit receipts are correctly allocated.
- **Digital Audit Trail:** Maintains a permanent digital archive pairing 3–4 member approvals with receipts for every transaction.
- **Financial Reporting:** Prepares Comprehensive Financial Overview Statements (YTD income/expenses) presented at 2–3 annual meetings.
- **MPS & Tax Compliance:** Closes fiscal year, submits Annual Report to Principal & District, and files IRS tax forms.