



# CONANT BOOSTERS

Supporting our students, staff, and Conant Community



## 2024-2025 Conant Boosters Officer Nomination Form

The Nominating Committee prepares the slate of Conant Boosters Officer nominations. They will meet after the March Boosters meeting. Please help us by indicating your willingness to serve as an Officer on the Board or suggesting names of Conant parents you feel would be good candidates.

Your current 2023-24 Conant Boosters Officers are:

<i>President</i>	<i>Traci Garcia</i>
<i>Vice President</i>	<i>Heather Sharbaugh</i>
<i>Recording Secretary</i>	<i>Melanie Thomas</i>
<i>Corresponding Secretary</i>	<i>Shawna Lochner</i>
<i>Treasurer</i>	<i>Gena Angelino</i>

Nominations are accepted for all offices. Officer terms are one year with a maximum of three consecutive years in the same office. The slate of Officer nominations will be presented for acceptance at the May Boosters meeting.

Please complete the following information and email a completed form to [conantboosters@gmail.com](mailto:conantboosters@gmail.com)

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I would like to be considered for the position of \_\_\_\_\_

I nominate \_\_\_\_\_ for the position of \_\_\_\_\_

Comments \_\_\_\_\_

**President or Co-President** - Serve as the Chief Executive Officer of Conant Boosters - Preside at all Executive Committee/Officers, Board, and General meetings of this organization - Sign checks within the confines of the approved budget with another authorized signer - Sign all legal documents, including contracts - Appoint Standing Committee Chairs, with Executive Committee/Officers approval - Be a member ex-officio of all committees except the Nominating Committee and if authorized to sign checks, the Audit Committee - Appoint Special committees, with Executive Committee/Officers approval, as the need arises

**Vice President** - Act as aide to the President, and shall perform the duties of the President in the absence or inability of that Officer to serve - Sign checks within the confines of the approved budget with another authorized signer - Chair the Academics, Athletics, and Activities (AAA) Grants Committee annually - Chair the Bylaws Review and Standing Rules Committee every two years

**Recording Secretary** - Attend all Board meetings and prepare and publish their minutes - Determine a quorum of seven (7) members total, three (3) officers and four (4) committee chairs is present prior to any vote taken - Possess a current roster of the Board - Sign checks within the confines of the approved budget with another authorized signer

**Corresponding Secretary** - Receive and maintain copies of all correspondence pertaining to Conant Boosters - Be responsible for the purchase of gifts from Conant Boosters - Review the bank statement on a monthly basis - Perform the duties of the Recording Secretary in the absence of that officer

**Treasurer** - Present a detailed report of Conant Boosters finances from the preceding year at the August meeting - Chair the Budget Committee - Chair the Excess Funds Committee if needed - Present the tentative Budget at the August meeting for Board approval to be posted for thirty (30) days and conduct the vote at the September meeting - Organize internal Audit Committee to conduct annual audit and provide access to all documents needed - Keep in records, belonging to Conant Boosters, full and accurate accounts of all receipts and disbursements. Present an account of all transactions and the financial condition of Conant Boosters at every Board meeting - Deposit all monies and other valuable effects in the name of Conant Boosters in such depositories as may be designated for that purpose by the Board within seven (7) days of receipt of monies - Disburse the funds of Conant Boosters within a reasonable time frame from receipt of a written request for such disbursement with proper support attached - Be responsible for filing the appropriate tax return documents to the Internal Revenue Service annually by the federally mandated due date - Be responsible for securing Board insurance, as well as file the incorporation renewal forms