

FSDTB Board & Committee Positions & Responsibilities

Articles 13-16 of the By-Laws

- 13.1 The officers of the FSDTB shall be as follows:**
- 13.1.1 President**
 - 13.1.2 Vice President**
 - 13.1.3 Secretary**
 - 13.1.4 Treasurer**
 - 13.1.5 The Voting Members may create additional officer positions, define authority and duties of each position, and elect or appoint persons to fill the positions. Each officer is a member of the Executive Board.**
- 13.2 Only a Voting Member may be an officer of the FSDTB.**
- 13.3 The Voting Members shall elect officers for the next school year at the annual meeting in May.**
- 13.4 Each office shall assume his/her duties at the close of the fiscal year and shall serve for a term of one (1) year or until a successor is elected.**
- 13.5 No officer shall serve in the same office more than two (2) consecutive terms. An officer who has served more than one half of a term shall be credited with having served that term. If a term limit is reached, and the officer has interest in serving for an additional term, a majority of votes by the Executive Board can extend the term limit on a year to year basis for that office position.**
- 13.6 A person may serve in more than one office position, except the President and the Secretary which must be separate persons and may serve as an officer and committee chair if no one else will fill the offices or chairs.**
- 13.7 In the event an office (except President) or committee chair is vacated, the Executive Board shall appoint a Voting Member to complete the term. In the event of the office of President is vacated, the Vice President shall become President and the Executive Board shall appoint a Voting Member to fill the office of the Vice President.**

ARTICLE 14 – DUTIES OF OFFICERS

14.1 President: The president shall:

- 14.1.1 Provide leadership to the FSDTB**
- 14.1.2 Conduct all scheduled and special meetings of the FSDTB and the Executive Board;**
- 14.1.3 Prepare the written Agenda for the Executive Board and FSDTB Member meetings;**
- 14.1.4 Countersign checks in the absence of the Vice President or Treasurer;**
- 14.1.5 Sign all contracts and letters of agreement with the approval of the Voting Members;**
- 14.1.6 Represent, or appoint someone to represent, FSDTB at an outside function; provided nothing shall be undertaken in the name of FSDTB without prior approval of the membership.**
- 14.1.7 Be an ex officio of all committees; and**
- 14.1.8 Perform other duties as required.**

14.2 Vice President: The Vice President shall;

- 14.2.1 Act in the absence of the President;**
- 14.2.2 Assist the President as requested;**
- 14.2.3 Plan and coordinate a membership campaign;**
- 14.2.4 Welcome parents/guardians of new Dance Team Program students and encourage participation in the FSDTB;**
- 14.2.5 Perform other duties as assigned by the Members**
- 14.2.6 Countersign checks in the absence of the President or Treasurer;**

14.2.7 **Oversee the activities of all fundraising events; and**

14.2.8 **Oversee the activities of the sponsorship committee.**

14.3 Secretary: The Secretary shall:

14.3.1 **Record the minutes of all the Members meetings and Executive Board meetings;**

14.3.2 **Present the most recent Executive Board minutes at each Executive Board meeting;**

14.3.3 **Read the most recent Member's meeting minutes at each Member's meeting;**

14.3.4 **Prepare a permanent, hard copy of all minutes including the monthly Treasurer's Report for archive purposes;**

14.3.5 **Be responsible for all FSDTB correspondence, mailings, and publicity notices;**

14.3.6 **Possess the authority to be a responsible party on the bank account;**

14.3.7 **Advise the presiding officer on questions of parliamentary law and method of procedure;**

14.3.8 **Create and update the FSDTB membership list;**

14.3.9 **Maintain a database of all Churchill Fulshear High School Dance Team Program Students which shall include their names, addresses, telephone numbers, team position/rank, and parent/guardian names and contact info for FSDTB use;**

14.3.10 **Be responsible for the preparation, publication, and distribution of the FSDTB Directory for each Dance Team Program student;**

14.3.11 **Furnish mailing labels; and**

14.3.12 Maintain an accurate record of attendance at the Members Meetings.

14.4 Treasurer: The Treasurer shall:

14.4.1 Have custody of and account for all funds of the FSDTB;

14.4.2 Keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks for seven (7) years or permanently if required by law, such as IRS 990;

14.4.3 Present any unapproved bills or charges to the FSDTB Members at the next Members Meeting;

14.4.4 Make disbursements as authorized by the members of the Executive Board in accordance with the budget adopted by the FSDTB and upon the receipt of check request;

14.4.5 Keep a list of all money appropriated but not yet paid;

14.4.6 Present a current Treasurer's Report at each regularly scheduled Executive Board meeting and at each regularly scheduled Member's Meeting;

14.4.7 Prepare a permanent hard copy of record of each monthly Treasurer's Report for delivery to the Secretary;

14.4.8 Prepare the proposed annual budget for the FSDTB based on submissions by each committee chair and submit this budget to the Executive Board for comment and to the Members for approval at the August meeting;

14.4.9 Countersign all checks;

14.4.10 Maintain the necessary bank accounts for FSDTB;

**14.4.11 Oversee the activities of the Fundraising Treasurer;
and**

**14.4.12 Accurately and timely file all necessary governmental
reports and forms to change the registered agent and
registered office.**

ARTICLE 15 – COMMITTEES

**15.1 Standing Committees: The following committees shall be
standing committees and shall be formed by a majority of the Voting
Members:**

15.1.1 Fundraising Committee

15.1.2 Sponsorship Committee

**15.2 Chairs and Vice Chairs: Each standing committee will be led by a
chairperson or co-chairs who shall be appointed by the Executive
Board at the annual meeting of members with consent of said member.
In addition, the chair will be assisted by a vice chair who will assume
committee leadership if the assigned chair is unable to complete
service in the post.**

**15.3 Committee Members: The chair of each committee shall recruit
members for the committee to accomplish the tasks of that
committee.**

**15.4 Budget: The chair of each committee shall submit budget
requests to the Treasurer by August 1st of each year.**

**15.5 Reports: Each committee chair shall keep a record of its
activities and accomplishments (if applicable) and provide that record
to the next chair of that committee.**

**15.6 All committee members shall be Voting Members of FSDTB and
current, registered volunteers of LCISD.**

ARTICLE 16 – DUTIES OF THE COMMITTEES

16.1 Fundraising Committee: The Fundraising Committee shall:

- 16.1.1 Identify and present recommendations for ongoing and annual fundraising activities for the FSDTB to the members for approval;**
- 16.1.2 Plan and implement all fundraising activities approved by the members;**
- 16.1.3 Work to ensure that all fundraising activities are well-publicized; and**
- 16.1.4 Solicit approval for proposed fundraisers from Fulshear HS Principal via FSDT Coach.**

16.2 Sponsorship Committee: The Sponsorship Committee shall:

- 16.2.1 Coordinate the collection of community sponsorships;**
- 16.2.2 Act as liaison between the Executive Board & Sponsors**
- 16.2.3 Coordinate team appearances & events;**
- 16.2.4 Coordinate sponsor events with Fundraising Committee Chair(s); and**
- 16.2.5 Work to ensure that all sponsor activities are well publicized.**