

McLean Middle School Athletic Booster Club Board

2017 to 2018 Nomination Form

It is time to propose a slate of officers and standing committees for the 2017-2018 MMS Athletic Booster Club Board. Please use this form to nominate yourself and/or others for the positions listed below. If you are interested in serving on the MMS Athletic Booster Board, please nominate yourself for several positions. Please remember, self-nominations are STRONGLY ENCOURAGED! If you know someone who would be an asset to the board, please nominate them!

Once you have completed the form, please email it to the Athletic Booster mailbox (located in MMS office), email it to jlarrison@mellinalarson.com or give it to a current MMS Athletic Booster board member. Nominations are due no later than Monday, April 3, 2017.

Name

Daytime Phone

Evening Phone

Email

Student(s) Name & Grade & Sport(s) at MMS

Executive Board

_____ President Coordinates the work of the officers/committees and presides over ABC meetings; works closely with the Boys and Girls Athletic Directors

_____ 1st Vice President Special Projects Assists President as needed; presides over ABC meetings in the absence of the President.

_____ 2nd Vice President Fundraising Prepares and submits plans to raise necessary funds through sponsoring events and/or activities in order to carry out the work of the ABC; coordinates and implements fundraising activities throughout the year.

_____ Treasurer Responsible for the bank accounts and records; presents the current financial report at all meetings; presents books to the audit committee; makes regular deposits and disbursements.

_____ Secretary Records the minutes at ABC meetings; performs ABC written correspondence; provides copies of minutes at ABC meetings for Board members; keeps an accurate record of Board member meeting attendance; provides email communication to ABC board members throughout the year; updates ABC website pages; sets up all on-line payments/merchandise purchases; submits athletic news and updates to PTA person in charge of sending out weekly Cardinal Calls

_____ Parliamentarian: Advises the presiding officer on parliamentary procedure; oversees the review and/or revision of Bylaws, as necessary.

