**IB Booster Club Board and Committee Positions**

**BOARD OF DIRECTORS**

**PRESIDENT**

**The president sets meeting agendas and presides at all board of directors and general members meetings. The president calls all special meetings and appoints chairs of standing committees. The president is an ex-officio member of all committees, and approves all communications of a general nature by the IB Booster Club. The president facilitates programs with the membership, provides the IB Booster “voice” at public events, and is a signatory on the IB Booster bank account.**

**Time Commitment: Approximately 3-4 hours/month + 1.5-2 hours/month for Board meetings**

**VICE PRESIDENT**

**The vice president supports the president as requested and may chair meetings or take on any of the President’s duties in their absence.**

**Time Commitment: Approximately .5 hours/month + 1.5-2 hours/month for Board meetings**

**TREASURER**

**The treasurer is responsible for the Club’s budget and accounts. The treasurer keeps an accurate record of revenue and expenses, reports monthly on the organization’s financial status, prepares a fiscal year budget for the IB Booster board’s approval, prepares and files IRS and State of WA tax forms, and provides the Club’s IRS 501(c)(3) tax-exempt letter when required.**

**Time Commitment: Approximately 1-3 hours at the beginning of the school year + 1.5-2 hours/month for Board meetings**

**SECRETARY**

**The secretary keeps the minutes of the board of directors and general membership meetings; maintains the official record of minutes and emails them to board members and signs and executes with the president all legal documentation in the name of the corporation. The secretary keeps an accurate record of the membership for voting purposes.**

**Time Commitment: Approximately .5-1 hour/month + 1.5-2 hours/month for Board meetings**

**IB COORDINATOR**

**The IB Coordinator is a non-voting member of the Board of Directors and serves as a liaison between the IB Booster Club, IHS administrators, teachers, and students. The IB Coordinator advises the IB Boosters of allowable IB activities within Northshore School District and Inglemoor High School.**

**COMMITTEES**

**MEMBERSHIP**

**Membership dues provide all of the IB Boosters funds for sponsoring IB related programs. The committee organizes membership drives for fall back-to-school events, contacts past members for renewals, actively recruits members during the school year, updates and keeps current the membership form and its website link, and keeps current the membership database in the IB Booster email client server.**

**Time Commitment: Approximately 2 hours/month at the beginning of the school year + 1.5-2 hours/month for Board meetings**

**CAS (Creativity Action Service)**

**This committee provides vital support to the IB coordinators, and to IB students working on CAS requirements for the IB Diploma. The committee assists the IB Coordinators in reviewing CAS Managebac sites for compliance with the IB diploma requirements of each class year.**

**Time Commitment: Approximately 2 hours/month + 1.5-2 hours/month for Board meetings**

**COMMUNICATIONS**

**Working with the IB Booster board, committees, and the IB students, the communications committee maintains the layout of the IB Booster Club web page, linked from the IHS IB site. Working with the board and committees, the web master creates and maintains site content and sends updates of IB Booster Club meetings and volunteer opportunities to all IB families through e-blasts.**

**Time Commitment: Approximately 5 hours/month + 1.5-2 hours/month for Board meetings**

**IB SENIOR RECOGNITION CEREMONY**

**After students complete their IB exams in the spring, senior IB Diploma and Certificate students receive their IB stoles and cords to wear at their graduation ceremony and are recognized for outstanding efforts in IB Core requirements. This is an evening ceremony held in the cafeteria. IB Boosters provide invitations, decorations, a program, a guest speaker, refreshments, set-up and take-down.**

**Time Commitment: Approximately 1-2 hours total Sept-Jan. 6-8 hours total Feb & March, 10 hours/month April-May, 12-18 hours in June + 1.5-2 hours/month for Board meetings**

**IB VOLUNTEER COORDINATOR**

**Working with the IB Coordinator, the committee recruits and coordinates volunteer proctors (approximately 80) for the IB exams that juniors and seniors take in May each year. The committee also assists the Booster board, committees and the IB Coordinator in recruiting volunteers for Booster Club and school activities during the year.**

**Time Commitment: Approximately .5-1 hour/month + 10-15 hours total in March, April and May + 1.5-2 hours/month for Board meetings**

**FINANCIAL REVIEWERS**

**This committee of two IB Booster members reviews the Treasurer’s records after the close of the fiscal year for accuracy and submits a report during the first quarter of the next fiscal year.**

**Time Commitment: Approximately 1 hour in June**

**RIDESHARING PROGRAM COORDINATOR**

**The Ridesharing Program Coordinator facilitates ridesharing among IB students who live outside the school district’s IHS transportation service area by:**

**1. Maintaining a spreadsheet with contact information of all participating IB families**

**2. Maintaining a map reflecting the neighborhood location.**

**3. Distributing these resources to participating rideshare families** **only.**

**Time Commitment: Approximately 8-10 hours/month in Aug. and Sept., 6 hours in Oct., 4 hours/month Nov.-May + 1.5-2 hours/month for Board meetings**