

---

# SCO OFFICER RESPONSIBILITIES & BOARD GUIDELINES

---



Booster Board Members serve through June 12, 2027, may not be related by birth or marriage, and must have a child currently enrolled in the program.

## The President and Treasurer are responsible for the operation and management of the Booster Club

---

- |                  |  |
|------------------|--|
| <b>PRESIDENT</b> | <ul style="list-style-type: none"><li>• Acts as the official representative of the organization</li><li>• Presides over all regular and special meetings</li><li>• Appoints and oversees all special committees</li><li>• Keeps the membership informed of all matters pertaining to the affairs of the Booster Club</li><li>• Responsible for the distribution of MBX and MBUSD guidelines and procedures to the Booster Club leadership and members</li><li>• Attends all MBX meetings and mandatory training sessions</li></ul> |
|------------------|--|
- 

- |                  |   |
|------------------|---|
| <b>TREASURER</b> | <ul style="list-style-type: none"><li>• Carries out all financial responsibilities as outlined in the SCO trainings and contained within the SCO finance handouts and MBX website</li><li>• Collaborates with the President/ Coach to prepare a comprehensive yearly budget</li><li>• Presents the finalized approved budget at the mandatory Parent Meeting</li><li>• Supervises and accurately records all receipts and disbursements of funds</li><li>• Reports all receipts, disbursements, and financial statements to the general membership</li><li>• Attends all MBX meetings and mandatory training sessions</li></ul> |
|------------------|---|
- 

## Board Guidelines

- The President and Treasurer shall serve in their positions without compensation, with the exception of reimbursement for pre-approved expenses incurred on behalf of the organization.
- Any Board Member may resign their office via a written instrument signed and acknowledged by the Board.
- If an Elected Officer's student leaves the program during the officer's term, that officer must resign; the vacancy will be filled by a vote of the Board.
- The Booster Board must promptly notify the MBX Director of SCO's of any roster changes.
- Board Members must adhere to all guidelines and procedures set forth by MBX and MBUSD.

## Removal of Board Members

- Upon reasonable written notice, any Board Member may be removed from office for cause by a majority vote of the Board.
- An accused Board Member shall not vote on their own removal, but will be afforded the opportunity to be heard by the Board, the MBX Director of SCOs, the MBX Executive Director, and the SCO Advising President.
- A Board Member will be removed immediately if confidential ASK/donation information is shared or addressed in an inappropriate manner.
- A Board Member will be removed immediately if MBX or MBUSD guidelines are not followed.