

## Voting Board Members

- **President:** The president shall preside at all meetings of the SSPA board of directors and general assembly. The president is also the primary contact between the SSPA and the Synergy Sportz owner and coaches. The president shall:
  - Sign all corporate documents and agreements on behalf of the corporation, unless the president or the board instructs that the signing be done with or by some other officer or agent
  - See that all actions taken by the board are executed and shall perform all other duties incident to the office
- **Vice President:** The vice president, in the event of absence, resignation, disability or death of the president, shall possess the powers and perform the duties of the president. If the vice president is unable to perform these functions, the board of directors shall elect one of its members to fill the vacancy. The vice president shall:
  - Maintain the SSPA website
  - Investigate, propose and oversee the coordination and implementation of fundraising opportunities
  - Perform duties assigned to him/her by the president
- **Secretary:** The secretary will serve as the central point for information dispersal to and from the BOD as well as represent the SSPA to all outside parties. The secretary shall:
  - Record and distribute all minutes of the board of directors and general membership meetings.
  - Keep attendance records at all meetings
  - Be responsible for providing notice to each member as required by law, the articles of incorporation, or these bylaws
  - Keep a register of the names and addresses of each gymnast and their families, as well as listing the board directors
  - Relay any pertinent SSPA information through the communication service utilized
  - Create and distribute the monthly SSPA newsletter
  - In general, questions and information requested by members shall be directed to the secretary
- **Co-Treasurer (2):** The co-treasurers have charge and custody over corporate funds and securities. The co-treasurers shall:
  - Collect revenues and deposit all monies received by the corporation at such depositories in the corporation's name that may be designated by the board
  - Sign checks and make timely payment of all expenses
  - Keep accurate records of receipts and disbursements
  - Establish a season budget and work with Synergy staff to determine the annual Team Commitments in advance of the first SSPA Parent Meeting of the competition season
  - Oversight of Booster Club compliance with all laws and regulations regarding not-for-profit status & 501c3 standing
  - Complete all required corporate filings
  - Regular reporting to the board and accountability to members regarding financial status of the SSPA

## Non-Voting Members

- **Event Coordinator:** The event coordinator shall:
  - Be in charge of the end of year banquet and holiday parties
  - Investigate, propose, and oversee the coordination and implementation of team building events for the SSPA, gymnastics team families, team gymnasts, as well as owners, coaches and staff
  - Develop a calendar of team building events for the fiscal year with requested budgets for each event
  - Form sub-committees to coordinate and implement all events
- **Sponsorship Coordinator:** The sponsorship coordinator shall:
  - Investigate, propose and oversee the coordination of seasonal sponsorships
  - Oversee the acquisition of sponsorships by families for the Anti-Bullying Invitational meet
  - Maintain sponsorship solicitation letter
  - Maintain records of past sponsors