



STA BOARD DESCRIPTIONS

BOARD

- Determine STA Annual Objectives/Plan
- Meet as needed to oversee Objectives/Plan
- Address financial issues
- Support the Drama Department

STA PRESIDENT/CO-PRESIDENTS

- Act as head of STA/Drama Boosters activities.
 - Collaborate with Treasurer and Secretary (STA Board)
 - Communicate with members and supporters
 - Coordinate development of annual STA Plan with STA Board members (spring)
- Oversee various STA Committee Chair positions
- Coordinate/participate in monthly meetings:
 - STA monthly meetings (set agenda and chair)
 - STA Board meetings
 - Drama Principal's Meeting
 - Liaise with other SHS Booster Presidents and Administration
 - Boosters President Council Meeting
- Co-Signature on STA bank account
- Collaborate with Committee Chairs as needed.

TREASURER

Accounting

- Financial Statements
 - Prepare monthly Income Statement and Balance Sheet
 - Send Financial Statements to the Officers monthly
 - Budget: prepare and present annual Budget and update throughout the year
 - Provide Financial Updates at membership meetings as requested
 - Operate in accordance with the STA Bylaws

Banking

- Deposits
 - Provide copies of Membership Documents so that Contact Info can be updated to STA Membership Master Lists.
 - Disbursements
 - Reconcile monthly

Governmental Filings

- Taxes: file annual tax returns/ information
- Organizational Return: file with California Department of Corporations
- Any other filings necessary to maintain the 501(3) C Status
- Special Projects as Requested
- Collaborate with Committee Chairs as needed

SECRETARY

- STA Monthly Meeting 'Minutes' and distribution to members.
- Member Donor/supporter correspondence
- Maintain Member and Supporter email lists
- Collect STA correspondence
- Collaborate with Committee Chairs as needed
- Chair Nominating Committee which will identify slate for next year