

## CYPRESS BAND AND PAGEANTRY BOOSTER CLUB

### JOB DESCRIPTION: *Vice President Ways & Means*

1. Aid and assist the President.
2. Preside at all meetings of the Booster Club and board of directors in the absence of the President.
3. Serve as chairperson of the Ways & Means Committee.
4. Organize all authorized major fundraising projects, subject to the approval of the Booster Club officers.
5. Keep a detailed record of all major fundraising projects. This record shall be passed on and explained to the incoming Ways & Means VP.
6. Be responsible to remit the monies from all Ways and Means projects to the Booster Club treasurer.
7. Be a member of the Budget and Finance committee.
8. Call special meetings.
9. Be authorized to co-sign on Booster Club accounts.