

Mount Tabor Athletic Boosters Inc Board of Directors
Internal Policies and Procedures
November 2024

Mission Statement: To support the needs of Mt Tabor High School Athletic programs, teams and facilities in partnership with the school administration.

I. Structural

A. Eligibility

1. Minimum and maximum for Board of Directors (Board) members is governed by the bylaws of the organization. Committees are defined in Section III.
 - a. Full Board of Directors currently includes the Executive Board (President, Vice President, Treasurer, Secretary); as well as: Concessions Director, Sponsorship Director, Special Projects Director, Social Media Director, PTSA Board Representative, 2 At Large Directors.
 - b. Board shall have one voting member on the PTSA Board, appointed by the President of Mount Tabor Athletic Boosters (MTAB).
 - c. While usually consisting of members from the Board and the Advisory Committee, Committees may include non-Board/non-voting people.
2. Maximum term- Two (2) consecutive years in same Executive Board role; maximum of three (3) consecutive terms (6 years) on full Board and/or Advisory Committee in any and all roles.
3. MTHS Athletic Director is the Administration point of contact and attends and reports at Board meetings.

B. Voting

1. Voting for Board can be done via email or by phone, but must meet notice requirements set out in the Bylaws. Email voting is open until a majority decision vote or 2 days, whichever is sooner, after motion is made. Email votes should be limited, and used as an exception to the normal process.
2. Nominations for Board positions are due to the Executive Board at least 7 days prior to the vote. Slate of nominees should be communicated to voters at least 5 days prior to the vote.

C. Other

1. Job descriptions for Executive Board and other Board of Director roles shall be maintained by the Board.
2. Upon dissolution of this organization, while allowing for a technical transfer to a replacement organization based on then-current IRS and other rules, ownership of all assets shall transfer to MTHS or WSFCS, guided by the Bylaws of this organization.

II. Financial

- A. Money can be raised and held for future needs, both known and unknown.
- B. All school funding requests from coaches, Athletic Director, Principal or others must follow the Grant Policy in place for the Board.
- C. Annual report must be filed and paid for annually before the deadline with the NC Secretary of State office.
- D. Taxes must be filed prior to the fiscal year filing deadline annually, in whichever 990 form necessary.
- E. Sales tax reimbursement to be submitted twice per year.
- F. Expense reimbursement- Receipt or proof of payment must be presented within 90 days of expense in order to be reimbursed. No expense for labor or salaries shall be paid.
- G. Budget approved early in fiscal year, amended as needed, by majority vote of Board.
 - 1. Fiscal Year is defined as July 1-June 30
 - 2. Budget shall be approved by the first Board meeting, within first 60 days of the fiscal year.
 - 3. Approved budgets must be provided to MTHS Principal after approval.
- H. Insurance and Banking
 - 1. Board must maintain liability insurance at all times, to at least include coverage for general liability, directors and officers, and theft or crime.
 - 2. The Executive Board shall be designated as the standard approved check signers. Each time there is a change in signers, updates to accounts at financial institutions must be made. Copy of the minutes noting the change(s) should be provided, as requested.
 - 3. All checks written and withdrawal forms must be signed by two (2) approved signers for anything over \$100. One signer is needed for up to \$100.
 - 4. Debit card usage does not require two signers for any amount, but all debit card transactions must be documented and receipt(s) turned in to the Treasurer in hard copy or electronically within 2 days of card use. Receipts are reviewed, and audit document is to be signed by two people from the Executive Board for approval. Pre-approved items by the Board do not have to follow same guidelines.

III. Operational

- A. Standing Committees shall currently consist of Advisory, Concessions, Special Projects, Sponsorship and Social Media groups. The President and Vice President shall be members of all Standing Committees.
 - 1. Advisory Committee- consists of all Team Reps for all eligible teams, as approved by the President.
 - a. Act as liaison for their coach and team to the Board.
 - b. Requests or proposals to the Board on behalf of a team should be made by the Team Rep after consultation with the coach, the Athletic Director, and other interested parties. The proposal should be spelled out clearly, and include the financial requirements or quotes.
 - c. Members give input on various topics at meetings.

2. Concessions Committee- consists of the Concessions Director, President, Vice President and other members as desired or needed.
 - a. Keep operation procedures document in place and updated for how to handle aspects of the tasks involved.
 - b. Ensure all concession locations are stocked with items for each home athletic event requiring concessions.
 - c. Make decisions regarding pricing, available food and drinks, and needed changes.
 - d. Keep concession stands in working order, in conjunction with school administration.
 - e. Bring equipment and repair needs to Board for approval.
 - f. Ensure compliance to all applicable health codes.
 - g. Maintain recruitment system for volunteers, working with MTHS Volunteer Coordinator as needed.
3. Sponsorship Committee- consists of the Sponsorship Director, President, Vice President, and other members as needed or desired.
 - a. Handle sales and renewals of sponsorships.
 - b. Manage all aspects to fulfill sponsor commitments.
 - c. Keep records of all transactions.
 - d. Provide details to the Treasurer for any tax letters to be sent to donors and sponsors.
 - e. Maintain records of any sponsor inventory.
 - f. Provide list of sponsors to school Athletic Director (or designee) for sponsor readings. Update as changes occur.
 - g. Provide list of sponsors and logos to Social Media/ Communications Director as updates happen.
 - h. Follow established timeline to meet all expectations.
4. Special Projects Committee- consists of the Special Projects Director, President, Vice President and other members as needed or desired.
 - a. Handle details of any and all special fundraising projects as set forth by the President and/or the Board.
 - b. Work with Treasurer and committee members for separations of duties regarding revenues.
5. Social Media/Communications Committee- consists of the Social Media/Communications Director, President, Vice President and other members as needed or desired.
 - a. Keep database of sponsor logos to be used for postings, thank you's, etc.
 - b. Post weekly sports schedule for Mt Tabor High School on social media.
 - c. Work with Team Reps, as needed, and in sharing individual posts by sports teams, unless inappropriate.

- d. Handle communications, as needed, as liaison with school, PTSA and others.

C. Each Committee shall provide regular oral or written reports to the Board to be included in the minutes.

D. Adhere to and maintain the official policies for Conflict of Interest, Grant Making, Gift Acceptance, Records Retention, and Whistleblower. These policies should be reviewed each year with the Board and Advisory Committee, with members of both bodies reading and signing the Conflict of Interest policy at beginning of each fiscal year. These attestments should be kept by the Secretary.