



Grad Night Boosters
18627 Brookhurst Street
Box 120
Fountain Valley, CA 92708

Job Title: President

Description of Duties:

1. Attend all the Executive Board Meetings and Extended Board Meetings.
2. Compile the Agenda for both meetings and print out and bring to the meetings.
3. Work with the Treasurer on setting the budget.
4. Work with each chair on what they need for the event.
5. Facilitate the meetings by calling forward and approving items.
6. Work with Administration on setting up the rooms for the meetings.
7. Work with Administration on putting the announcements in for the upcoming meetings.
8. Attend the President's meeting with Administration and other Club Presidents.
9. Compile the By-laws and update when needed (every 2 years).
10. Oversee each facet of the event from Security to the Volunteer Check ins.
11. Continue to get updates and send out update emails to each chairperson.
12. Be there for loading the U-Haul and unloading of the U-Haul and overseeing the actual event.
13. Be readily available to jump in on anything to make sure this event goes smoothly.

Time of Service Dedication:

1. Facilitate all meetings.
2. Be present for every chair to assist and help.