

Unity Music Boosters Officer & Committee Positions

Officers

President: shall preside at all meetings, appoint committee chairpersons, and act as executive officer of the organization with full authority to enforce the articles of these bylaws. In addition, the president, or designate shall represent the Music Boosters at meetings of the Unit 7 School Board.

Vice President: shall preside in the absence of the President and/or ascend to the office of President, should a vacancy occur by resignation, removal, death, or incapacity of the sitting President to complete the current term of office. The Vice President shall see that the standing committees understand their responsibilities and are functioning.

Secretary: shall record the minutes of all regular and special meetings, maintain a current record of all members, attend to correspondence of the organization as requested by the Officers, and assist the President with the meeting agenda.

Treasurer: shall receive all monies accruing to the organization and shall deposit the same in an approved depository under the name of the organization. The Treasurer shall pay money from this account by order of the President and consent of the general membership or officers. In addition, the Treasurer shall maintain an accurate record of all financial transactions of the organization, and be a member of the Budget Committee.

President-Elect: shall assist the President, when requested, at all meetings of the organization. In addition, this office shall be used to prepare the elected individual to assume the office of President the following year.

Committees

Communications Chair

- (a) Establish a communications committee
- (b) Maintain an accurate listing of all members' addresses, phone numbers & email addresses
- (c) Transmit all general and special information as received from the President, President-Elect,

Vice President, or Secretary

- (d) Develop and maintain the website
- (e) Work with event chairs on publicity efforts
- (f) Serve on the Board of Directors

Other possible Communication Committee Volunteer Positions

Website/Email Service
Calendar/Photos
PR

Fundraising Chair

- (a) Establish a fundraising committee
- (b) Research and plan fund raising opportunities/events for the organization
- (c) Prepare fundraising event calendar
- (d) Recruit fundraising volunteers and encourage student participation
- (e) Serve on the Board of Directors

Other possible Fundraiser Committee Volunteer Positions

Letter Writing Campaign Chair
Barnes & Noble Chair
Fall Show Choir Showcase Chair or Co-Chairs
All Out A Cappella Chair or Co-Chairs

Fine Arts Festival Food Coordinator
Restaurant Event Coordinator
Monical's Dough-Re-Mi Directors Nights Coordinator
Jazz 'n' Java Coordinator

Membership Chair

- (a) Establish a membership committee
- (b) Promote an active role in participation in the Unit 7 Music Boosters
- (c) Annually identify performance groups and classes, and recruit membership from each
- (d) To plan social events for member volunteers
- (e) Serve on the Board of Directors

Scholarship Chair

- (a) Establish a scholarship committee
- (b) Research available camp opportunities and develop the scholarship application
- (c) Oversee distribution of scholarships
- (d) Serve on the Board of Directors

Other possible Scholarship Committee Volunteer Positions

Assistant Chair