

Band Boosters Officers Job Descriptions 2018-19

President

- a. Supervise the affairs of the Boosters and the activities of the officers.
- b. Set the agenda and preside at all meetings of the officers and general membership.
- c. Insure all appropriately needed Committee Chairs are appointed.
- d. Review all new proposed projects with the Band Directors
- e. Work with the Band Director(s), Treasurer and to present a proposed budget in May.
- f. Prepare an end-of-year report to aid the incoming President.
- g. Perform additional duties as needed to insure the smooth operation of the organization.

1st Vice-President – Sponsorship & Communications

- a. In the absence of the President, perform all the duties of the President.
- b. Oversee the sponsorship and fundraising committees and any other committees as defined by the officers and insure timely reporting of events by the Committee Chairs.
- c. Be responsible for the oversight and evaluation of all recurring individual and Booster fundraisers.
- d. Oversee the Communications Committee whose responsibilities include but are not limited to website maintenance, Booster newsletters, and publicity for band and booster activities.

2nd Vice-President – Hospitality& Fundraisers

- a. In the absence of the President and 1st Vice-President, perform all duties of the President.
- b. Oversee the Food Service Committee which secures food and drink services for the band students.
- c. Oversee the Social/Activity Committees which include, but are not limited to the End of Marching Season Party Committee and Band Banquet Committee. Summer band camp activities.
- d. Work with student band officers to plan events.
- e. Maintain inventory of Booster supplies. Assist with inventory when other organizations use Booster assets and authorize such use.
- f. Be responsible for the oversight and evaluation of all recurring individual and Booster fundraisers.

Volunteer & Chaperon Chairperson-

- a. Maintain a list of parent volunteers. Verify Mandate Reporting and BKGD checks
- b. Keep records of volunteer hours.
- c. Oversee the Chaperone Committee, Field/Pit Crew Committee, Uniform Committee, Merchandising Committee, and Equipment Transportation Committee.

Communications Media Officer & Band Support

- a. Coordinate communication on facebook and publicity for the Band Booster organization.
- b. Set up and send out Remind for Parents and Social Media.

Secretary

- a. Keep accurate records of the organization's meetings by taking minutes and attendance and keeping files of all handouts distributed at each meeting.
- b. Make copies of meeting minutes available to the Boosters when requested.
- c. Keep all original records and documents of the Boosters, including contractual agreements, correspondence received, bylaw revisions and documents created for the organization.
- d. Provide general correspondence for the organization as needed.
- e. Post notification of all general meetings.
- f. Oversee the Nominating Committee, and provide any assistance requested.
- g. Prepare an end-of-year report to aid the incoming Secretary.

Treasurer

- a. Be custodian of all funds of the organization.
- b. Receive monies due and payable to the Boosters from any source whatsoever.
- c. Keep and maintain adequate and correct accounts of the Boosters assets and business transactions, including accounts of its assets, liabilities, receipts and disbursements.
- d. Give to the general membership, at each regular meeting, a full report of all accounts.
- e. Be responsible for submitting to the Boosters financial records.
- f. Be responsible for the filing of financial reports that are requested by Boosters and or Parents
- g. Be responsible for arranging an annual audit of all financial records of the previous year. This audit shall be conducted before transfer of duty in May by an unaffiliated, impartial auditor. The outgoing Treasurer will review the audit with the incoming Treasurer and the audit report will be presented at the 1st regular mtg of the school yr.
- h. Must be involved with yearly internal audit and budget process.
- k. Prepare an end-of-year report to aid the incoming Treasurer.

Chairman Positions:

Sponsorship – Assists 1st VP with Duties of sponsorship

Fundraising – Assists 2nd VP with Duties of fundraising

Food Service – Assists 2nd VP with planning game meals and ensuring kids are fed

Social/Activity Chair – Assists 2nd VP with summer band activities, End of marching season party, band banquet, band social events/Spirit events