

# **GIBRALTAR MUSIC BOOSTERS**

## **2019-2020 OFFICER NOMINATIONS**

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**Instructions:** Please place the name of the person you are nominating in the space provided next to the position you feel they should be nominated for. You may nominate yourself. You are encouraged but not required to fill in a name for each position. Once you have made your selections please place in the “Band Box” located in the Carlson High School Band room, email to the booster id, or bring to General Booster Meeting. Nominations will close on November 6, 2019

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### **PRESIDENT**

**DUTIES:** To preside over the regular and special meetings of this organization; to see that business is properly conducted and to ensure that the Rules and Regulations laid out in the By-Laws of this organization are followed. He/She shall be an ex-officio member of all committees and shall make a report of each meeting. He/She shall sign all contracts and legal documents on behalf of the membership. He/She shall have the power to sign checks with Treasurer and Recording Secretary.

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### **VICE PRESIDENT**

**DUTIES:** To assist the President and to preside over the organization in the absence of that officer. To see that the books are accurately kept and that they are reviewed on a semi-annual basis.

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### **RECORDING SECRETARY**

**DUTIES:** to make proper record of the proceedings of the organization. He/She shall have the power to sign checks with the Treasurer and President. He/She will help the corresponding secretary with the student’s paperwork. Knowledge of Excel is very helpful.

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### **CORRESPONDING SECRETARY**

**DUTIES:** To send out email correspondence, collect and organize the student’s band paperwork, and help with updating the Band App. Knowledge of Excel is very helpful.

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### **TREASURER**

**DUTIES:** To receive all monies, giving a receipt therefore and to pay it upon proper authority. He/she shall record all monetary transactions of the organization keeping a complete and accurate record of the same. He/She shall have the power to sign checks with the President and Recording Secretary. Knowledge of Excel is very helpful.

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### **Fundraiser Coordinator**

**DUTIES:** To coordinate fundraisers and persons to chair events.

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### **Volunteer Coordinator**

**DUTIES:** To organize and engage volunteers to help at events, concerts and competitions. You will utilize SignUp.com to help.

**\*The nominees shall be contacted and if agreeable shall become candidates for the positions listed above. Elections shall be held during the band banquet on 11/11/2019**

**\*\*Please participate in this electoral process. Your input is valuable!**