

## **Band Booster Officer Positions**

**PRESIDENT** – shall preside over all meetings and look after the general welfare of the Boosters; be ex-officio additional member of all committees of the organization and should be notified of meetings; call special meetings of the organization and the Executive Committee when necessary; represent the organization on public occasions; perform all duties pertaining to the office; be a member of the Executive Committee.

**VICE PRESIDENT** – shall perform all duties of the President in the absence of the President and be a member of the Executive Committee.

**SECRETARY** – shall keep the minutes of all meetings of the organization; at all times keep a correct list of all members of the organization with current contact information; see that the books, reports, statements, certificates, non-profit tax documents, and other documents and records required by law are properly kept and filed; assist the President and Vice President as needed; and be a member of the Executive Committee.

**TREASURER** – shall receive and deposit all monies belonging to the organization and provide receipts for all transactions; disburse organization funds upon order of the Executive Committee; make a monthly financial report itemizing all deposits and expenditures at each regular meeting; make the financial records available for audit at the end of the school year; be responsible for the key to the Post Office box; and be a member of the Executive Committee.

**HISTORIAN**– shall be responsible for advising of parliamentary procedures; be responsible for publicity of band events; maintain an archive of electronic media; coordinate with Director of Technology; be a member of the Executive Committee.

**DIRECTOR OF TECHNOLOGY** – shall be responsible for the upkeep and content of the organization website; assist Secretary with communication efforts to parents and students.

**DIRECTOR OF OPERATIONS** – shall be responsible for pulling and maintaining the band trailer to events as required, for example, football games, concerts, UIL events, marching competitions, etc. Responsible for the coordination of minor repairs and maintenance for the band equipment.

**COORDINATOR OF VOLUNTEERS** – shall be responsible for maintaining updated volunteer contact list. Coordinate with committee heads and Directors to ensure volunteers are scheduled when needed.