

# **MHS Band & Color Guard**

## **Officer Descriptions for Nominating Committee**

### **President**

- Presides at all meetings of the Association and Executive Board;
- Is a member ex officio of all committees;
- Appoints all chairpersons of standing and special committees, subject to approval of the Executive Board;
- Acts as liaison between the Band Director and the Association;
- The President is able to cosign checks with the Treasurer and/or the Executive VP, except when checks are made payable to the President or his/her spouse. The President shall not sign a check without reviewing and initialing the supportive invoice and/or receipt.
- Oversee all chairpersons as necessary, making sure they have help if needed.
- Frequently works with webmaster and band director to communicate all band events/fundraisers to parents.
- Creates band meeting agendas, calendar and other organizational paperwork.
- Oversee communication/documents to ensure they represent the mission/purpose and professional reputation of the band.

### **Executive Vice President**

- Aide to the President;
- In the absence of the President, the Executive Vice President performs the duties of the President and cosigns checks.
- Responsible for the organization of the transportation of equipment to the performance sites (although there is usually a chairperson for Transportation and Equipment)
- Shall organize and participate on the by-law revision committee bi-annually.

### **Vice President of Fundraising**

- Aide to the President and Executive Vice President;
- Oversee all fundraising as directed by the Executive Board, except for the Annual Field Show Fundraising Event. For example, these fundraisers can include:
  - Lock N Bash at Harley's Bowl
  - Entertainment Books
  - Cookie or candy fundraisers
  - Rummage Sale
  - E-Waste
- Some fundraisers have chairpersons, so the VP Fundraising keeps in touch with that chair and assists as necessary. The fundraising chair may need to help recruit chairpersons for these incoming-producing events. These fundraisers typically include:
  - 3<sup>rd</sup> of July
  - Lemonade Stand
  - Tree Lot
  - Golf Tournament
  - Wine Fundraiser
  - Fast Food Nights

### **Recording Secretary**

- Keeps an accurate record of the proceedings of all meetings of the Association and of the Executive Board;
- Prepares a list on unfinished business items for the President and assist with the preparation of the agenda; have on hand for reference at each meeting a copy of the bylaws, minutes of the previous meetings, and a list of all committees;
- Conduct necessary correspondence of the Association;
- Minutes taken during the previous month will be given to Board Members and the band director at least one week prior to the next scheduled Association meeting;
- Is responsible for managing the flow of information from the executive board to the general membership;
- Creates and revises band member roster.
- Works with president to put together summer mailing packet.
- Shall oversee the Phone & Publicity Committees.

### **The Treasurer**

- Keep permanent books of all accounts and records
- Oversee all monies for the Association and shall oversee their deposit in the name of the Association in a bank approved by the Executive Board;
- Pay all bills authorized by the Executive Board or the Association;
- Ensure disbursements are authorized or seek proper authorization before making payments;
- Shall keep an accurate accounting record of receipts and disbursements;
- Prepare and present monthly financial statements at every meeting of the Association including a list of all checks written;
- If necessary, works with financial secretary, band director and assistant band director to collect parent contributions, uniform and transportation fees;
- Prepare all financial records for auditing;
- Works with a tax preparer to have booster tax records filed as necessary; this includes annual tax filing as well as forms 1099s as necessary. If the treasurer is capable of doing tax filing, he/she may do so.
- Is assisted by the financial secretary.

### **Financial Secretary**

- Primarily responsible for monies received by the Association and oversees deposits in the name of the Association in a bank approved by the Executive Board.
- Maintains records of fees and contributions made by families of students in the Instrumental Music Program. (This normally is an Excel document with a record of fees/expenses owed and those which have been paid.)
- Works with band families to collect parent contributions, uniform and transportation fees
- Makes deposits within seven (7) business days upon receipt of such deposit(s).
- Keeps an accurate record of all receipts for filing with financial records maintained by the Treasurer

### **Battle of the Bands Chairperson**

- Oversee the annual field show fundraising event. This includes:
  - Organizing a main committee of 10-12 volunteers to head Facilities, Food Court, Vendors, Hospitality, Variety Booth, Trophies, T Shirts, Parking, Programs, Advertising, etc.
  - Ensure they know their job duties and follow up with them on a regular basis to ensure that they are on track.
  - Send out information and registration packets to Southern California High School Band Directors. Collect registrations and complete performance schedule. Participate in ongoing communication with band directors and head SCSBOA judge as needed.
  - On the day of the event, be the first to arrive and the last to leave, available to answer questions, give direction, and put out fires throughout the event.

### **Concert Chairperson**

- Oversee concerts and events throughout the school year. This can include the SCSBOA festival or any other festivals hosted by MHS plus concert and jazz concerts at MHS.
  - Oversee bake sale and admissions tables at all concerts.
  - Recruit volunteers to help at all concerts.

### **Volunteer Coordinator** (can be a shared position)

- Recruit volunteers for band fundraisers and other functions. This includes:
  - 3<sup>rd</sup> of July fundraiser
  - Lemonade Stand
  - Battle of the Bands
  - Tree Lot
  - Jazz Festival
  - Other events as necessary.

### **Other positions necessary for 2010- 2011**

- Auditor
- Lemonade Stand Chairpersons – 2 couples to co-chair plus committee
- Rummage Sale Chairperson
- Scrip Chairperson
- Uniform Chairperson