

2017- 2018 Colgan Band Booster Executive Board Position Descriptions

A. PRESIDENT

The President will:

1. Conduct the business of the Band Boosters by presiding at all General Membership and Executive Board meetings, coordinating the Band Boosters' activities with any Director affiliated with the Band programs, and ensuring implementation of the Band Boosters' program.
2. Prepare General Membership meeting agendas and Executive Board meeting agendas.
3. In the absence of the Treasurer, sign all Band Booster checks.
4. Appoint Committee Chairpersons as deemed appropriate.
5. For significant issues concerning the Band, be the single spokesman for the Band Boosters and represent the Band Boosters in meetings with the Band Director, Chair of the Music Department, Activities Director, Director of the Center for Fine and Performing Arts, Principal, School Board, or others as appropriate. This provision does not prevent Band Boosters' members from representing themselves with any school associated organization.

B. VICE PRESIDENT:

The Vice President will:

1. Assist the President and perform the President's responsibilities in the President's absence.
2. Vote and provide input on all items presented to the board by the President.
3. Serve as the Chair of the Executive Board Nominating Committee.
4. Perform other such duties as directed by the President.

C. SECRETARY:

The Secretary will:

1. Serve as recorder for the minutes of General Membership meetings and Executive Board meetings. Make available approved and corrected recorded minutes at the following meeting or forward them within one week to the Executive Board.
2. Vote and provide input on all items presented to the board by the President.

3. Receive and respond to any written correspondence, under the direction of the President, and maintain the official copy of the By-Laws.
4. Maintain a roll of Voting Members for voting and other purposes and give proper notices as may be required.
5. Be the custodian of all official CBB records, other than accounting records.
6. Maintain a calendar of: required reports, required licenses and other regularly required activities necessary to conduct Band Boosters' business.
7. Perform other such duties as directed by the President.

D. TREASURER

The Treasurer will:

1. Have custody of the funds of the Band Boosters and will annually submit an accounting of the financial affairs of the corporation.
2. Vote and provide input on all items presented to the board by the President.
3. Deposit all funds received in a timely manner.
4. Provide copies of audits to the General Membership upon request, and prepare required governmental reports and returns.
5. Receive and disburse funds in accordance with the approved budget and policies recommended by the Executive Board and approved by the Voting Membership.
6. Make available copies of the financial statement at each meeting.
7. Write and mail necessary Colgan High School Band Booster donor acknowledgement letters.
8. Organize and execute the financial accounting activities of the annual Tag Day event. Due to the financial nature of the Tag Day event, this is normally coordinated by the Treasurer but with assistance from the remaining Executive Board members.
9. Arrange and perform for an annual independent audit of all Band Boosters' accounts and records by July 31.
10. Prepare and file all corporate, tax and school financial reports.
11. Perform other such duties as directed by the President.

E. VICE PRESIDENT OF FUNDRAISING

The Vice President of Fundraising will:

1. Serve as an Ad-Hoc member for all revenue-producing committees, ensuring all legal requirements and Prince William County Schools' policies are satisfied.
2. Vote and provide input on all items presented to the Executive Board by the President.
3. Be responsible for the development of a plan to fund the annual budget as adopted by the General Membership. The Vice President of Fundraising also establishes fundraising committees in order to successfully fund the annual budget.
4. Perform other such duties as directed by the President.

F. PUBLIC AFFAIRS COORDINATOR

The Public Affairs Coordinator will:

1. Be responsible for coordinating, in conjunction with the President, the dissemination of General Membership information and announcements via email, the Colgan Band Booster website and other social media tools.
2. Be responsible for maintaining and consistently updating the Colgan Band website and other social media tools, in conjunction with the Band Director, to include, but not limited to: pictures, Band Booster page, Band Booster documents, Colgan High School Band forms, etc.
3. Coordinate with local media to advertise Band events, fundraising events, public interest stories, etc.
4. Vote and provide input on all items presented to the Executive Board by the President.
5. Perform other such duties as directed by the President.