

BAND BOOSTER EXECUTIVE BOARD POSITIONS/DUTIES

ELECTED POSITIONS:

President or Co President

- Preside over booster meetings
- Assist in coordinating all booster events
- Maintain mail distribution lists/mailings

Vice President or Co-Vice President

- Preside over booster meetings when President or Co Presidents are unable to attend
- Assist in coordinating all booster events
- Maintain booster membership forms/records for the current booster charter year
- Act as Parliamentarian
- Assist Volunteer Coordinator by verifying the eligibility of chaperones (chaperones MUST be current members)

Secretary

- Take attendance at all meetings
- Take minutes at all meetings *and* maintain the minutes for the current booster charter year *and* make sure all handouts/valid attachments are made part of the permanent records
- Maintain the current copy of the Havelock Band Boosters Association Constitution/By-laws *and* make sure a copy is on hand at all meetings

Treasurer

- Maintain the four bank accounts (Booster Checking, Booster Savings, Band Student Checking, Band Student Savings)
- Report monthly to the booster organization at a general meeting
- Apply for tax refund
- Maintain/Ensure money boxes at events when needed
- Pay bills for booster organization
- Year-End Close Out and Report

Ways & Means Chairperson

- Plan all fundraisers for the booster charter year
- Coordinate all fundraisers

NON-ELECTED POSITIONS:

Bus Driver Coordinator	*Coordinate bus drivers for all band events that activity buses are needed
Hospitality Chairperson	*Arrange to have flowers sent to hospitalized (sick, etc.) booster members and/or current band students. Booster organization is responsible for payment, not the chairperson. Authorization from band director(s) and/or Executive Board is required. *Send cards (get well, sympathy, baby congratulations, etc.) to booster members and/or current band students
Publicity Chairperson	*Publicize all of the booster events via various media (i.e., newspapers, radio announcements, etc.) (Band director has a list of contacts) *Possibly act as a newsletter coordinator for band
Website Coordinator	*Ensure that information on band website is current *Update the calendars by coordinating with band director(s) *Maintain appealing website
Videographer/Historian	*Video tape all performances or make arrangements to have performances taped if you are unable to attend all events *Take pictures at functions, or make arrangements to have pictures taken at events which you are unable to attend
Prop Master	*Build Props
Equipment Moving Coordinator	*Coordinate moving of all equipment/trailers to and from all performances
Pit Boss	*Coordinate loading and movement of percussion pit train

Volunteer Coordinator

- *Ensure that we have the minimum number of chaperones required for each home game, away game, competition, and other events at which chaperones are necessary
- *Verify with Vice President that all chaperones are current booster members (requirement)
- *Note: The Volunteer Coordinator is not required to be at all functions that chaperones/volunteers are needed - Just need to coordinate.

Sponsorship Chairperson

- *Contact potential sponsors (Sponsorship Program, Out Reach Sponsorship Program, etc.)
- *Ensure that all sponsors receive all items promised as sponsors at their respective sponsorship levels

Uniform Chairperson

- *Coordinate/Supervise uniform fittings at beginning of marching season
- *Ensure that uniforms get to and from the cleaner twice during marching season
- *Coordinate uniform washings after each game/competition, as needed
- *Maintain a uniform supply/repair kit to ensure uniform compliance
- *Coordinate uniform issues for each event that uniforms are needed

Email Distribution Coordinator

- *Distribute emails to the distribution list as requested by the band director(s)