

**CHS INSTRUMENTAL MUSIC BOOSTERS
BOARD POSITIONS AND COMMITTEES
(Revised 5/19/2015)**

Board of Directors

Positions and Responsibilities

President –

- Lead and oversee Booster Program in conjunction with the Board Members, Director, Principal, and Committee Chairpersons.
- Work with vice-president to prepare annual calendar, establish timeline for programs and activities for the year, and assure coordination with school calendar.
- Prepare annual budget (use June profit/loss statement), with vice-president and treasurer.
 - o Prepare budget for review over summer to present at the August Parent meeting (based on prior year's actual receipts and any known changes for the upcoming year).
 - o Present budget proposal to treasurer for input into QuickBooks.
 - o The budget should include a comparison to the prior year actual results.
- Maintain Bylaw compliance as well as established rules for a Booster program (i.e.; IRS and district policy).
- Co-sign requests for payment and checks, as needed.
- Coordinate with Director and school administration (as necessary) on any supplementary instructors that are hired through the Director and paid for by the Boosters.
- Prepare agenda and lead the monthly Booster meetings and invite guests to monthly meeting as appropriate.
- Review meeting minutes as prepared by secretary prior to distribution.
- Prepare letters, announcements, articles for the "Weekly Peek" newsletter, and informational items for distribution to Booster parents.
- Retrieve material from Mailbox / PO Box (when Secretary is not able to).

Vice President –

- Assume responsibilities of President in his/her absence.
- Oversee the logistics for all events and performances that have been approved by the Boosters or set by the Director.
- Work with President to prepare annual calendar and budget.
- Coordinate tax donation thank you letter preparation and distribution.
- Co-sign requests for payment and checks, as needed.
- Assure that each event has sufficient volunteers and support.
- Work with the Secretary to ensure that the Boosters website is current.
- Work with committees to arrange for end-of-year awards banquet.

Secretary –

- Record minutes at all meetings.
- Send electronic copy of notes to President for review prior to the next month's meeting (minutes will be included in the pre-read material for the next month's meeting)
- Pick up US Mail from PO Box on a weekly basis and deliver to appropriate Board member.
- Write appropriate correspondence as requested by the President (i.e., thank you notes, solicitation, business related to the Boosters)
- Prepare and send out Booster emails and other mailings with program information, newsletters, schedules, fundraisers, and other events as needed by the Director and/or the Booster Board
- Keep the Band and Orchestra rosters up-to-date so that the Director and/or the Booster Board can efficiently and quickly communicate information.
- Collect and records contact information (address, phone number, email address) for the parents

and/or guardians of all instrumental music students.

Treasurer –

- Overall custodian responsible for the Boosters Funds.
- Responsible for depositing and disbursement of funds, financial record keeping, preparing the annual budget, preparing monthly reports and filing taxes and any other government required filings.
- Request checks for expenses as authorized.
- Work with President, Vice Presidents, Past President(s), and Director to establish budget.
- Present financial statements to the board at each regularly scheduled meeting.
- Provide cash boxes and is accessible for collecting funds generated at Boosters fundraisers and events.
- Assure all funds are double-counted for verification.
- Issue receipts for donations and money from fundraisers and events, as required by IRS.
- Work with Vice President for Fundraising and Secretary, sends out initial participation fee/donation request letter and form, and follow-up requests/forms as needed.
- Purchase gift cards from King Soopers, sell them at meetings, be available to sell them between meetings, and track monies received.
- Position may be split between general ledger and travel account functions.

Past President(s) –

- The position of Past President will be filled, if at all possible, by the previous school year's President(s). The role of the Past President is to provide continuity, guidance, support, and information to the President and other Officers. This may include participation in planning meetings, participation in budget preparation and revision, answering questions by telephone and/or email, and other activities as requested by the President. If the previous school year's President is not available or is not needed to fill this role, then this position may remain vacant. The Past President(s) may also serve in other Officer or Committee chair positions.

Volunteer Needs

Fundraising – persons will work with the Booster Board to organize and coordinate the logistics for any of the following fundraisers (peach sales, WFC chocolate sales, poinsettia sales, butter braids sales). Responsibilities may include coordinating sale events, tallying checks and orders, scheduling additional volunteers for different activities, planning and implementing creative ways to make the fundraising event a success. .

Event Chaperones – volunteers act as Chaperone for various trips, events, etc. Chaperones typically ride the bus with the students. Chaperones are responsible for checking the roster on their bus, ensuring that all students are accounted for. They monitor bus behavior and make sure the bus is clean at the end of the trip (no personal belongings left behind). They have a clipboard with roster, a bus sign for the front window, chaperone badges, etc.

Food – volunteers make food and/or purchase/deliver/set up food for various events such as the Instrumental Music Picnic, competitions, shows, festivals, etc.

Pit Crew – volunteer to work as Pit Crew for football games, marching band shows, and competitions. Pit Crew helps the marching band on and off the field and helps to unload and load equipment.

Trailer Transportation – 3/4-ton truck is needed to pull the trailer to all marching band and other instrumental music performances. As this generally requires a full-day commitment at the marching band events, is ideal to have two or three different drivers available for rotating performances.

Uniforms – measuring/sizing and distribution of Marching Band uniforms. Assist with uniform attire during performances and/or competitions. Provide uniform laundering as needed.

Instrumental Music Banquets – assist with summer picnic, marching band banquet, and awards program. Events can include dinner and/or desserts. Responsibilities may include planning and coordinating meal, planning the program with the Director, obtaining certificates and awards, and coordinating senior gifts.