

Duties of SMHS Band Booster Board Members

The duties of the **President** are as follows:

- a. Presides over all meetings.
- b. Oversees all aspects of the organization.
- c. Chairs the Executive Leadership.
- d. Enforces the organization's by-laws.
- e. Resolves problems in the membership after consulting with the Board.
- f. Regularly reviews the organization's finances with the Treasurer.
- g. Ensures that District policies and procedures have been followed appropriately.
- h. Liaises with the Band Director and Instructors.
- i. Liaises with the Principal.
- j. Liaises with other Booster Organizations.
- k. Liaises with the SMHS Matador PTC to ensure that all information needed for insurance and tax purposes has been provided.

The duties of the **Vice President** are as follows:

- a. Assumes responsibility for President in his or her absence.
- b. Presides at meetings in the President's absence.
- c. Performs administrative functions delegated by the President.
- d. Performs other specific duties as outlined in the organization's by-laws.
- e. Liaises with the various Chairs to ensure all tasks are adequately completed.
- f. Prepares appropriate agenda items for upcoming Booster meetings and gives to the Secretary to comprise and distribute.

The duties of the **Treasurer** are as follows:

- a. Maintains a record of the organization's receipts and disbursements.
- b. Maintains the organization's checking and savings accounts.
- c. Maintains an accurate accounting of the organization's finances in an approved software (e.g., QuickBooks, Peachtree, etc.).
- d. Prepares a financial report to be presented at each Booster meeting.
- e. Ensures that all appropriate insurance coverages are in place (e.g., general liability, D&O Insurance, etc.).

- f. Ensures that SMHS Matador PTC has all necessary information needed to prepare the annual tax return and has been paid appropriate club fees.
- g. Ensures that organization is in compliance with current District financial policies.
- h. Provides written acknowledgment of charitable gifts greater than \$250.
- i. Liaises with the SMHS Book Store.

The duties of the **Secretary** are as follows: a. Maintains the minutes of the organization's Booster and Board meetings and distributes these minutes to the appropriate parties.

- b. Presides over the Booster meeting, in the absence of the President and Vice President.
- c. Circulates and records an attendance roster at each Booster meeting.
- d. Prepares the weekly e-mail communication and sends out to the appropriate e-mail distribution list.
- e. Compiles and maintains the weekly e-mail distribution list.
- f. Manages the following Committees: **Publicity/Webmaster, Historian, Photography, and Scholarship.**
- g. Distributes agendas for upcoming Booster meetings.

Duties of SMHS Band Booster Chairman

The duties of the **Concessions Chair** are as follows:

- a. Runs the popcorn and snow cone booth at games.
- b. Runs the concessions at concerts.
- c. Runs the concessions at Special Events as requested by the Special Events Chair.
- d. Works with the Volunteer Chair to ensure proper coverage for the booths.
- e. Keeps inventory and works with the Board to obtain products and supplies for concessions.
- f. Works with the Board and the Treasurer on the budget.
- g. Helps determine the profitability of concessions by having detailed records of revenue and corresponding expenses for both popcorn sales and snow cone sales, as well as any other concessions sales throughout the year.

The duties of the **Special Events Chair** are as follows (NOTE: Each Special Event could have a different Special Events Chair as decided upon by the Board):

- a. Liaises with the Band Director regarding needs/requirements for the Special Event.
- b. Coordinates with various complementing Chairs, such as the Volunteer Chair, Concessions Chair, Photography Chair, etc.
- c. Works with the Board and the Treasurer on the budget.
- d. Works with the Secretary to ensure all proper communication has been made.

The duties of the **Uniform Chair** are as follows:

- a. Coordinates with Band Director to fit marching and concert uniforms, as well as sizing for summer uniforms.
- b. Assists with maintaining and cleaning uniforms.
- c. Notifies Band Director of any repairs needed on school-owned uniforms.
- d. Assists students with uniforms and plumes at games, competitions, parades, and concerts.
- e. Works with Band Director and Treasurer to get uniforms dry cleaned and status of uniform needs.
- f. Works with Band Director to obtain summer/warm weather uniforms and Future Matador T-Shirts.
(NOTE: Will also coordinate with the Board regarding sponsors on shirts)

The duties of the **Fundraising Chair** are as follows:

- a. Works with the Board to coordinate fundraisers and corresponding Chairs.
- b. Liaises with the Band Director.
- c. Works directly with the Volunteer Chair to recruit parents to run and volunteer the various fundraisers.
- d. Works with the Treasurer on compiling all fundraising revenues and budgeting for all fundraising costs of running projects.

The duties of the **Water Crew/Meals Chair** are as follows:

- a. Works with the Board on formulating budget and keeps Treasurer informed of expenses.
- b. Coordinates with the Band Director on menu, keeping dietary restrictions and food allergies in mind.
- c. Provides meals at competitions for band students, staff, and pit/prop crew volunteers.
- d. Provides water and snacks for band, staff, and volunteers at games, competitions, parades, and events, as needed.

The duties of the **Pit/Prop Chair** are as follows:

- a. Liaises with the Band Director on needs for props.
- b. Liaises with the Pit Instructor on volunteer needs for pit crew.
- c. Coordinates with the Volunteer Chair.
- d. Coordinates with the Treasurer on the budget for props and equipment.
- e. The Pit/Prop Chair can change depending on the band program in session.
- f. Ensures that pit/prop equipment is transported to/from competitions and events.

The duties of the **Photography Chair** are as follows:

- a. Takes pictures and videos throughout the year during various events.
- b. Arranges to have a slide show at end of both marching season and concert band season.
- c. Recruits other parents to assist, as necessary.

The duties of the **Student Photo Chair** are as follows:

- a. Coordinates with Band Director and volunteer parents to obtain a photographer to do individual band photos and group shots.

The duties of the **Volunteer Chair** are as follows:

- a. Coordinates Parent Buddy representatives for each class.
- b. Works with the other Chairs to obtain volunteer needs for projects, fundraisers, parades, competitions, games, etc.
- c. Helps with volunteer needs as directed by the Band Director throughout the year.
- d. Manages the Sign-Up Genius and works with Parent Buddies to make phone calls to get volunteers when there are not enough volunteers signed up.

The duties of the **Senior Night Chair** are as follows:

- a. Obtains volunteers to decorate the band stands for seniors.
- b. Coordinates with Football and Pom & Cheer Boosters on schedule of events.
- c. Coordinates with senior parents to obtain senior bios to provide for senior night program by assigned deadline.
- d. Works with Photography Chair to obtain pictures of the band for the program to give to Football Boosters.
- e. Directs senior parents on when and where to walk the track with their senior for recognition.
- f. Works with Board on budget to get flowers for senior girls and boutonnieres for senior boys.

The duties of the **Future Matador Night Chair** are as follows: a. Coordinates with the Band Director on needs/requirements for the event, including T-Shirts and pizza.

- b. Coordinates with the Water/Meal Chair on water and snack needs for the game.
- c. Coordinates with Volunteer Chair on manpower needs for the event.
- d. Coordinates with the Uniform Chair on ordering the appropriate T-shirts.

The duties of the **Homecoming Chair** are as follows:

- a. Obtains volunteers to provide water at staging area for Homecoming Parade to hydrate the band, volunteers, and staff.
- b. Works with the Board to determine if any additional items are needed (i.e., food truck, etc.).

The duties of the **Webmaster/Publicity Chair** are as follows:

- a. Promotes the organization to the school and the community at large through traditional media outlets, such as newspaper and television, but also through modern Social Media channels, like Facebook, Twitter, Instagram, Snapchat, etc.
- b. Maintains the organization's online content by posting accurate and timely content to the organization's website and Social Media channels.

The duties of the **Historian Chair** are as follows:

- a. Maintains a record of the milestone events that collectively tell the program's story (e.g., trip to Hawaii, placement at various competitions and parades, etc.) This is typically done by the Band Director, but he or she may ask for assistance.

The duties of the **Scholarship Chair** are as follows:

- a. Distributes and collects all scholarship applications from senior students at the appointed deadline.
- b. Recruits appropriate volunteers to read and assess all scholarship applications.
- c. Liaises with the Publicity Chair and the Band Director to announce the scholarship winners. Winners are usually announced at the high school senior night and again at the end of year band banquet.
- d. Liaises with the Treasurer to ensure that scholarships have been appropriately paid to the intended recipients.