




Officer Job Descriptions

Centaurus Band Boosters

President

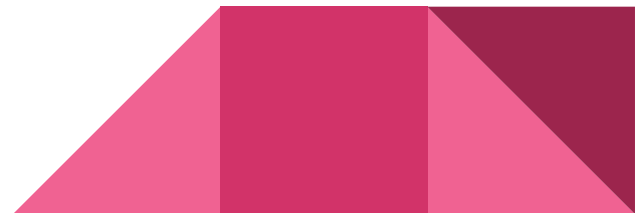
The President shall preside at all meetings of the Board of Directors and the meetings of the members of the Corporation; shall see the orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments as designated by the Board.

- Work with band director to make sure the boosters are addressing the needs and concerns of the band program
 - Represent CHS Band boosters within the school community and local surrounding community. Represent CHS Band boosters with band director as a liaison to the school concerning any issues regarding the program
 - Ensure overall schedule of events are being met for the band boosters
 - Handle parent concerns regarding booster activities
 - Facilitate annual budget meetings and approval process
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Vice President

The Vice-President shall act in the place and stead of the President in the event of the President's absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board. In addition, the Vice-President shall be a member of or oversee all activities of the committees which are established by the Board.

- Reinstating this important Board position
- Particular emphasis in 2016-2017 school year to establish with President a clear transfer of knowledge in case vice-president must step in
- Responsibilities will include Charms database management



Treasurer

- The Treasurer shall receive and deposit, in appropriate bank accounts, all monies of the Corporation and shall disburse such funds as directed by the Board in payment of the Corporation's obligations.
 - Shall sign checks and other documents as designated by the Board;
 - Shall keep proper books of account using QuickBooks or some other accounting system as directed by the Board.
 - Shall prepare an annual budget with the assistance of the Board.
 - Shall file annual tax returns, applicable State periodic reports and 1099s.
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Secretary

The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Corporation; keep the corporate seal of the corporation and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members of the Corporation; keep current records showing the members of the Corporation together with their addresses, and shall perform such other duties as required by the Board.

- Record minutes of band parent meetings and board meetings
- Post minutes to shared drive to make available to band families
- Organize and provide historical minutes for reference as requested
- Email parents highlights of monthly meetings
- Keep record of attendance at parent meetings
- Review online bank statements as “second set of eyes” for Treasurer

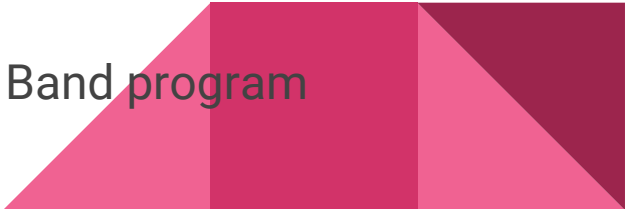


Fundraising Coordinator

- Oversees various fundraising events throughout school year
 - Typically one per month
 - Chairs coordinate details of each fundraiser
- Board position
 - Monthly Board meetings prior to Booster meetings
- Key member in setting yearly Booster strategies & budget
- Works with PR Chair to maintain content on website and social media outlets
- Some volunteer solicitation required when outside of Volunteer Coordinator's purview



Public Relations Coordinator

- Oversees content of website and facebook page, with help from Fundraising Chair and parent volunteers
 - Ensures Band Events are communicated to the CHS community
 - Provides info to newspapers and magazines regarding events & outcomes of competitions
 - Places ads for fundraisers and/or events as determined by the board and the budget
 - Works with Angevine Middle School to help transition students and parents into the CHS band program
 - Works with the City of Lafayette to promote the CHS Band program
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Volunteer Coordinator

- Solicit volunteers for marching band competitions
- Advise and assist coordinators of fundraising events
- Advise and assist Regionals volunteer coordinator
- work with the Board to determine volunteer needs for the upcoming year
- Maintain volunteer sign-up spreadsheet
- Maintain volunteer job descriptions
- Communicate with parents regarding the band's volunteer needs

