

The Duties of the Elected Board Members are as follows:

The duties of the **President** shall include:

- * To preside over all meetings of the MHS Band Boosters;
- * To preside over all meetings of the Executive Board;
- * To appoint the chairpersons of the special committees;
- * To serve as an ex officio member of all committees.

The duties of the **1st Vice-President** shall include:

- * To assume the duties of the President in the President's absence;
- * To serve as volunteer coordinator;
- * To serve as parliamentarian;
- * To verify that all chaperones for any event have a completed criminal background check on file with the district.

The duties of the **2nd Vice-President** shall include:

- * To serve as fundraiser coordinator, responsible for fundraiser initiation and oversight;
- * To serve as the Chairperson of the Ways and Means Committee;
- * Confirm that all fundraisers follow current UIL and MISD policy, current IRS exempt organization guidelines, and have received approval of the executive board;
- * Maintain records of fundraisers held, their results, and contact information to be passed along each year to future office-holders.

The duties of the **Secretary** shall include:

- * To record and maintain the minutes of all meetings of the MHS Band Boosters and all executive board meetings;
- * To maintain accurate copies of MHS Band Boosters correspondence;
- * To handle all incoming and outgoing correspondence;
- * To take attendance at all meetings;
- * Once minutes are approved, distribute copies to executive board, MHS, and place a hard copy in the MHS Booster permanent file/binder with the MHS designated person's office.

The duties of the **Treasurer** shall include:

- * To handle all funds and financial transactions of the MHS Band Boosters;
- * To maintain accurate records of all funds and financial transactions;
- * To present a financial report monthly to the membership;
- * To provide copies of all financial statements itemizing all receipts and expenditures to the MHS designated person so that they may make them available for review when requested by the Financial Review/Disclosure Committee, MHS/MISD Administrators, or members of the public.
- * To ensure that all required documents are completed by the appropriate date in conjunction with the end of the Fiscal Year as established by the Executive Board.

The duties of the **Information Coordinator** shall include:

- * To obtain information from the officers and Band Directors that should be included in each newsletter;
- * To include important dates of meetings, games, contests, etc;
- * To include in every newsletter the officer's names, titles, e-mail addresses, and phone numbers for members to be able to contact;
- * To obtain approval from the president for correspondence before distributing;
- * To distribute newsletters and e-mail correspondence as decided by the executive board;
- * To advance public relations with the community and newspapers;
- * To perform or oversee the function of Webmaster.

The Duties of the Non-Elected Board Members and Committee Chairpersons are as follows:

Hospitality Coordinators – The Hospitality Coordinators will arrange for food and drinks for the Band and/or Color Guard students, instructional staff, and others, as appropriate, at away games, home games, and other functions

- Arrange for the delivery and distribution of meals, and/or snacks, and water in the stands for all football games;
- Coordinate with the Band Directors on meal times and the Volunteer Coordinator to locate volunteers to assist with the event;
- Follow guidelines set forth in the budget for expenditures and keep track of all receipts of purchases to turn in for reimbursement;
- Keep record of students who have paid to receive meals;
- Arrange for refreshments throughout the year as needed for competitions, trips, concerts, dances, parties, etc...
- Maintain a list of food vendors, including contact names and phone numbers.

Concession Stand/Buyer Manager

- To purchase food and supplies for the concession stand;
- To train parents and students to work in the concession stand;
- To pick up needed funds for the start of sales at concession stand prior to each game;
- Help prepare food for the concession stand home games and direct volunteers;
- To track actual volunteer sessions worked by person (including student community service hours);
- Make sure concession stand stays within the health standard requirements; during operation by the Band Boosters and that all volunteers and staff adhere to rules and regulations of net, hats and gloves, etc.;
- Clean all equipment and popcorn machine with soap and water; degrease and rewash;
- Prepare an end-of-season inventory of concession stand goods and equipment.

Band Liaison -- The Band Liaison shall be appointed by the Head Band Director to work in conjunction with the band directors and boosters on a variety of tasks which include, but are not limited to the following:

- Assist with special clerical or management duties in the band office;
- Assist with special projects as determined by the directors, such as searching for and applying for grants, research, and procurement of equipment and/or instruments;
- Assist with information distribution to parents on day-to-day band business that is not related to booster functions.

Color Guard Liaison -- the Color Guard Director will appoint The Color Guard Liaison in May for the following school year. The liaison will assist the Color Guard Director with any needed tasks including, but not limited to:

- Attend both the Band Booster meetings and the executive board meetings. Be prepared to give a brief report on Color Guard news. Also, provide insight and feedback pertaining to issues and needs of the Color Guard;
- Provide Winter Guard information and dates to the Information Coordinator and Webmaster for publication;
- Assist the Color Guard Director with any tasks needed throughout the year. These tasks might include: ordering uniforms and/or equipment, preparing Winter Guard handouts or e-mails, recordkeeping, trip planning, and chaperoning.

Membership Committee: The purpose of the membership committee is to promote membership among all MHS band parents and participation within the community.

- The committee will monitor attendance at meetings, including maintaining attendance records (for verification of voting status eligibility), payments of fees, required background checks for volunteers.

Uniform Committee: The uniform committee is primarily responsible for maintaining inventory and control of uniforms, overseeing checkout process, and other functions necessary to insure the appearance of the MHS Band.