



Band Boosters List of Board Member Positions and Responsibilities

President

- Presides over the Executive Board and general membership meetings,
- In case of a vacancy in any office, and with Executive Board approval, appoints a member to fill the vacancy for the unexpired part of the term,
- Communicates with the Band Director to determine needs of the band.
- Receives electronic access to the HHS Band Boosters bank account and online e-statements.
- Arranges an annual audit of HHS Band Boosters financial accounts to be performed by a non-HHS Band Booster board member. The annual review/audit should be prepared by August 31 so that the results can be presented at the September general meeting.
- Calls special meetings as needed.
- Appoints Ad Hoc Committees and Chairs as needed and inform them of their responsibilities.
- Performs such other duties as ordinarily pertain to the office of President. This would include the preparation and distribution of agendas for all meetings.

Vice-President

- Presides over meetings in the absence of the President and assist the President as needed.
 - Immediately succeeds to the presidency and appoint, with the Executive Board approval, a successor to fill the unexpired term of the Vice President in the event that the President should be unable to complete a term of office.
 - Provides communication between the Band Director and the community on social media platforms.
- Performs other duties as assigned.

Secretary

- Records the minutes of all meetings of the Board, and furnish a copy of such minutes to the President within one week following the meeting.
- Prepares correspondence on behalf of the HHS Band Boosters.
- Maintains the official records of the organization.
- Performs other duties as ordinarily pertain to the office of Secretary.

Treasurer

- **Income:** The Treasurer receives all incoming monies (checks, cash, PayPal, etc.), maintains a register showing their receipt, and deposits them into the HHS Band Booster's bank account.
- **Expenses:** The Treasurer receives invoices and check requests and writes checks from the HHS Band Booster's checking account to pay them. For online orders, the Treasurer will use the HHS Band Booster's bank debit card for payment.
- Receives the monthly on-line bank statement and reconciles the financial account records.

- Prepares a monthly financial report for presentation at the HHS Band Booster's general meetings or Executive Board meetings (for months where general meetings do not occur). Meets with Assistant Treasurer prior to the monthly HHS Band Boosters meeting to reconcile accounts and review monthly financial report.
- Prepares a compiled annual financial report to present at the September HHS Band Boosters meeting.
- Prepares and files annual corporation documents for the State of Michigan.
- With input from the Band Director and Executive Board, prepares an annual estimated budget for the following school year.
- Submits financial account records for annual audit/review.
- Maintains a permanent file for historical financial records in the Holt High School Band Room.
- Performs such other duties as deemed necessary by the Board.

Assistant Treasurer

- Receives the monthly on-line bank statement and compares it to the monthly income and expense records and monthly financial report prepared by the Treasurer.
- Assists Treasurer with preparing an annual estimated budget for the following school year.
- Assists Treasurer with collecting incoming monies at HHS Band Boosters events.

Uniform Committee

- Maintains inventory of marching and concert band uniforms, making requests for authorization to order needed uniform materials from the Executive Board.
- Schedules and conducts fittings and assign uniforms to students.
- Coordinates cleaning, alterations, repairs, and maintains record of uniforms signed out for same.
- Oversees distribution and return of uniforms on game and parade days.
- Coordinates ordering of band apparel and marching shoes.

Fundraising Committee

- Establishes fundraising plan and earnings goals in coordination with the Executive Board.
- Coordinates fundraising projects with the Holt Public Schools.
- Promotes fundraising projects in the schools and the Holt/Dimondale communities.

Volunteer Committee

- Establishes list of parent and student volunteers.
- Organizes and communicate with volunteers for game days, parades, band camp, and performances to include uniform inspection, water stations, supervision of dressing rooms, clean up, bus chaperones and other activities as needed.