

MILWEE MIDDLE SCHOOL BAND BOOSTERS
Board Position Descriptions

ELECTED POSITIONS:

President: Oversees board and executive committee meetings, works as primary liaison to Mr. Autrey, represents the Milwee Band as the volunteer advocate in the school and community.

Vice President: Attends board meetings, backs up president with activities and other duties. In charge of the nominating committee for elections each year.

Secretary: Attends board meetings, takes meeting minutes and transcribes them for distribution to the band boosters, writes thank you notes when necessary.

Treasurer: Attends board meetings, understands financial accounting for nonprofit organizations, maintains the bank account and monthly finance reports for the boosters, deposits money from income received into the band account, writes outgoing checks when necessary, does tax paperwork.

VOLUNTEER BOARD POSITIONS:

Fundraising chair: Attends board meetings, oversees fundraising efforts, maintaining accurate records, offering incentives to students, and distributing products to students to be delivered. Works closely with treasurer.

Uniform chair: Attends board meetings, assists uniform company with sizing students and then keeping communication with the company and helping with distribution of uniforms and T-shirts. Order T-shirts for students who need them. Collect money from students for uniforms and T-shirts.

Social media/Website chair: Attends board meetings, maintains Facebook page and assisting website chair with information that needs to be posted on the website. Monitor Facebook and any other social media we institute for appropriateness and confidentiality. Maintains Milwee Band website and keep it up to date, including the Google calendar link on the page.

Volunteer coordinator: Attends board meetings, keeps emails for all volunteers and inform them of volunteer opportunities. Make sure there are enough volunteers for events when needed. Informs volunteers of duties and makes sure the volunteers are Dividends.

Concert programs: Attends board meetings, designs and produces programs for band concerts, have them printed, and distribute to audience members on the day of the concert.

All board positions include the responsibility of keeping detailed records and information to pass on to future board members.