

## MILWEE MIDDLE SCHOOL SPARTAN BAND BOOSTERS

### 2017-2018 Board Position Descriptions

#### **ELECTED OFFICER POSITIONS:**

**President:** Oversees board and executive committee meetings, as well as general 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, assists president with activities and other duties.

**Secretary:** Attends board meetings, takes meeting minutes and transcribes them for distribution to the band boosters.

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

#### **COMMITTEE CHAIR 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, polo shirts and T-shirts. Places orders when needed.

**Social media/Website Chair:** Attends board meetings, maintains Facebook page and band 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 informs 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, has them printed, and distributes to audience members on the day of the concert.

**Hospitality Chair:** Attends board meetings. Coordinates food and drinks for after school events such as instrument tryout night, after school rehearsals and any other event that might involve food or drinks.

**Historian:** Attends board meetings. Captures, assembles and preserves record of activities and achievements of the MMS band. Takes pictures at events, shares them with the band and its members.

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