

# **SMB BOARD POSITIONS, DIRECTOR (CHAIR) POSITIONS AND COMMITTEES 2009-2010 SEASON**

## **Board of Directors Positions and Responsibilities**

### **President –**

- Leads and oversees Sailor Music Boosters (SMB) Program in conjunction with the Music Director.
- Establishes timeline for programs and activities for the year; assures coordination with school calendar.
- Works with SMB Board and Director to establish proposed annual budget.
- Coordinates fundraising and donation campaign with Vice President for Fundraising.
- Responsible for maintaining compliance with established rules for this kind of organization (i.e.: IRS & NMUSD policy).
- Works with Music Director and/or Principal regarding issues that affect Boosters.
- Coordinates with Director and school administration (as necessary) on any supplementary instructors that are hired through the Director and paid for by the Boosters.
- Sets agenda and runs Booster meetings.
- Oversees activities of Vice Presidents as they work with various Directors to assure activities are carried out.
- Communicates Prepares letters, announcements, and information items for distribution to Booster parents.

### **Vice President, General -**

- Assumes responsibilities of President in his/her absence.
- Recruits and organized volunteers for any event as needed.
- Assures that each event has sufficient volunteers and support.
- Works with the committee on arrangement for end-of-year awards banquet

### **Vice President, Fundraising –**

- Assumes responsibilities of President in his/her absence.
- Works with President, Treasurer and Music Director to establish budget for adoption each year.
- Oversees and coordinates all fundraising activities that have been approved by SMB membership.
- Works with President on fundraising donation campaigns.
- Assures fundraising activities are appropriately publicized.
- Assists Music Director with implementation of student fundraising activities as needed.
- Assures that each Booster fundraising activity is chaired, organized, and carried through and that sufficient volunteers and support are available.

### **Secretary -**

- Takes minutes at meetings.
- Maintains minutes in a notebook for the permanent file.
- Writes appropriate correspondence as requested by the President or Executive Board (i.e., thank you notes, solicitation, business related to the SMC)
- Prepares and distributes Boosters activities calendar once adopted each fall
- Sends out SMB mailings as directed by Executive Board or President
- Works with communication coordinator(s) as necessary for distribution of information to parents and students

### **Treasurer -**

- Keeps accounting of SMB money (including participation fees, grants, fundraising income, donations) and passes funds on for deposit.
- Writes/requests checks for expenses as authorized.
- Works with President, Vice Presidents, Past President(s), and Director to establish budget.
- Gives copy of written treasurer's report to each member at every scheduled board meeting.
- Responsible for necessary Federal Government financial documents, in collaboration with SMB President
- Provides cash boxes and is accessible for collecting funds generated at SMB fundraisers and events. Assures all funds are double-counted with written verified before leaving each event.
- Issues receipts for donations and money from fundraisers and events, as required by IRS.
- Working with Vice President for Fundraising and Secretary, sends out initial participation fee/donation request letter and form, and follow-up requests/forms as needed. (Registration)

## **Directors (Chairs) and Members' Responsibilities**

**Registration** – Coordinates volunteers during band camp to assist in registration tasks. Ensures all students have information on necessary fees and paperwork. Ensures all fees and paperwork are completed and turned in. Follows up these as necessary. Organizes NHHS uniform fitting and away uniform fitting and payments. Turns over information to treasurer as necessary. Registration usually takes until the end of November to complete.

**Concessions** - organizes volunteers, purchases and plans food, pricing, price list for concessions stands during football season. Keeps and maintains inventory of supplies and needs. Ensures safe food handling in accordance with school policies. Supervises handling of monies to treasurer.

**Food Coordinator** –coordinate volunteers to make food and/or the purchase/delivery/set up for food for various events such as the Band Camp, Annual BBQ, competitions, shows and festivals, etc.

**Pit Crew** – coordinate volunteers to work as Pit Crew for football games, marching band shows, and competitions. The Pit Crew helps the marching band on and off the field and helps to unload and load equipment. Travels with band to games & competitions.

**Communications** – responsible for collecting and recording contact information (address, phone #'s, email address) for the parents and/or guardians of existing and new music students. Assists in keeping the music rosters up-to-date so that the Music Director and/or the SMB Board can efficiently and quickly communicate information, needs, etc. The email addresses are used to create an email distribution list which is utilized for updates, newsletter distribution, and other communications.

**Newsletter Editor** – prepares and distributes newsletter. The newsletter also includes information on fundraising and the schedule of upcoming events. The Editor is responsible for setting deadlines for newsletter submittals each month, gathering and editing those submittals, and putting the newsletter together. The newsletter is then sent out to the Booster email distribution list and also submitted to the webmaster for placement on the website.

**Music Banquet Committee** – coordinate all details of this annual event held in June. The banquet includes dinner, a program to present all of the music awards and honors all of the graduating seniors. Responsibilities include planning and coordinating meal, selling banquet tickets, planning the program with the Music Director.

**Competitions-** Work with the Music Director to ensure all proper paperwork is completed and submitted in a timely manner for all music competitions.

**SMB Spring Trip Coordinator** - The Trip Coordinator works with the Music Director and coordinates with the SMB Board to manage the Spring band trip. This includes student and chaperone sign-ups, collection of fees, logistics, etc.

**Concert Coordinator** – The Concert Coordinator manages SMB support at concert events throughout the school year and ensure that volunteers are there to handle the door, refreshments, stage set –up, programs, and the raffle table.

**Raffle/Donation Coordinator** – The Raffle/Donation Coordinator solicits donations from the general public for items for baskets to be raffled off at various events. This includes contacting groups, businesses and individuals for donations, securing pick up or delivery of donations and then making a presentation or basket to be raffled off. There are approximately 8 events each year where we hold these raffles.