

Elected Officers

President
Vice President, General
Vice President, Fundraising*
Secretary
Treasurer
Volunteer Coordinator
Starlet Treasurer

*May be two positions

Additional Positions may be created by the Executive Board

Special Committees/Coordinators

1. Band Camp -First Aid / Fruit Snacks / Water station / Reg. Table
2. Uniforms – Organize Washing by sections
3. Parking – Not enforces with new parking lot
4. Trucks/Equipment – P/U U-Haul / secure load / drive to-from events
5. Dinner – Order dinner for events / Band camp / practices
6. Rehearse-A-Thon – Marketing Event / Reg. Table / Prizes-Gifts
7. Banquet – Decoration / dinner / awards
8. Apparel – Stock / selling at events
9. Props – loading/unloading / volunteers
10. Starlet/Winter Guard Liaison – coordinator all Starlets
11. Treasurer’s Assistant*
12. Uniforms Assistance*

*These positions will serve one year as assistants with the intention of moving into the positions of Treasurer (elected) and Uniforms Chair (appointed) in current year.

Other Committees may be created as needed by the Executive Committee.

Duties of Officers

The duties of the officers are as follows:

President. The President shall:

- President at all General and Executive Committee meetings.
- Maintain an impartial attitude toward issues in debate. (Although the President is allowed to state opinions regarding issues before the Executive Committee, for the well-being of the organization, an impartial attitude should be maintained when presiding over General meetings.)
- Vote to break a tie in meetings of the Executive Committee and General membership.
- Appoint Committee Chairs for Standing Committees designated as his or her responsibility.
- Serve as ex-officio member and as an advisor to all committees, except the Nominating Committee.
- Shall have custody of and maintain the Organizations’ current Governing Documents/Bylaws
- Call special meetings when required.

- Perform all duties pertaining to the office of President in accordance with the Governing Documents of the Organization.

Vice President. The Vice President shall:

- President at General and Executive committee meetings in the absence of the President.
- Be the Executive Advisor over the Standing Committees
- Advise all Board and Committee Members as needed.

Vice President - Fundraising. The Vice President(s) of Fundraising shall:

- President at the General and Executive Committee meetings in the absence of the President and the 1st Vice President.
- Shall manage and coordinate all activities pertaining to contact, solicitation and communications between the Organization and its business sponsors.
- Draft and distribute sponsorship letter to area businesses. A copy of the letter distributed to businesses will be given to executive committee.
- Draft and distribute a copy of the student sponsorship letter to all students for fundraising. A copy of the letter distributed to students will be given to the Executive committee.
- With the Director, shall evaluate the fundraising potential for any and all non-essential merchandise/apparel items, events, and activities, and oversee the implementation of any such items, events, or activities.

Secretary. The Secretary shall:

- Record the minutes of all General and Executive Committee meetings.
- Provide minutes of the previous meeting to the membership.
- Maintain Committee Reports when provided in writing.
- Provide a copy of current Bylaws to all Executive Committee members upon request.
- Write thank you notes for the organization, as needed.
- Maintain a file for member review, records for a minimum of five (5) years, to include the following: all General meeting minutes, all Executive Committee meeting minutes Governing Documents, and all Treasurer's reports.
- Shall be the Executive Advisor over the Standing Committees.

Treasurer. The Treasurer shall:

- Be custodian of all funds and securities of the organization.
- Shall develop procedures for handling funds within the Organization. A copy of these procedures will be maintained by the Treasurer.
- Keep a record of the accounts of the Organization and maintain a detailed written financial statement for use by the Executive Committee. This statement will provide the following information: a balance sheet (assets and liabilities with legal obligations only), budget positions, and year-to-date income and expenses.
 - Provide, at each General meeting of the Organization, a summary of financial activities for the previous month to include assets, liabilities, budget summary, and monthly income/expense report.
 - Provide reports (in compliance with Section E, Item 3 above) to the General

membership at the conclusion of the 2nd (January) and 4th (June) quarters, to include a complete profit/loss statement for each individual fundraising event (i.e., all football concessions is one event).

- Deposit all monies of the Organization within five working days of receipt in a bank or banks selected by the Executive Committee. The signature of the Treasurer or the President are required for any withdrawals for authorized purposes. Withdrawals shall not exceed budgeted amounts without prior approval per Article IX, Sections 1 through 4. When a check is drawn with the Treasurer as payee, two other authorized officers must sign.
- Record and maintain records justifying all disbursements.
- Provide a copy of both the detailed report and the summary of activities (Section E, item 3 above) of the financial records to the Secretary for inclusion in the members' review file to be maintained for a minimum of five years.
- The Treasurer shall facilitate and provide input and guide the Executive Committee in the preparation of the Revenue and Expense Budgets for the upcoming fiscal year. The Treasurer will present both the Revenue and Expense Budgets for approval by the General membership no later than the July General meeting.
- Maintain Federal and State Tax Returns for 5 years.

All Committee Chairpersons/Coordinators are bound to the following:

- Projects and proposals must be presented to the Executive Board for discussion and/or vote prior to implementation.
- All communications (fliers, web posts, emails, etc.) sent on behalf of the RHS Band Boosters should have the appropriate official band boosters email address as the primary contact method.

Committee Chairperson/Coordinators serve the Executive Committee and are to be held to the same standards as elected Executive Committee Members. The Executive Committee reserves the right to remove/replace any Chairperson/Coordinator who is not upholding the standards of his/her position.

*****THE FOLLOWING POSITIONS MAY BE FILLED BY ONE OR MORE VOLUNTEERS*****

Volunteer Coordinator(s): Work with the Director, President, and volunteers to plan and manage volunteer opportunities; ensure volunteer opportunities are posted on Charms; maintain descriptions of volunteer posts in the Volunteer folder in Charms; work with Starlet Liaison to ensure equitable distribution of opportunities between Band and Starlet volunteers.

Trucks/Equipment Coordinator(s): *For away games and competitions only:* Pick up rental truck and deliver to the school. For Friday night games, this is no later than 5:30 p.m. For competitions, times will be announced for each event. Work with Equipment Managers (student leadership) and the equipment team to load and unload the truck before, during, and after the events; drive the truck to and from the events; deliver the truck back to rental facility. Occasionally, we will also require the use of a small trailer to be towed. Oversee 2 to 3 additional drivers for rotation. Only two drivers are needed for each event.

Uniforms Coordinator(s): During Band Camp, the Band students are fitted for their marching uniforms. Work with 2 to 3 volunteers

and the student Uniform Manager(s) to fit students; record uniform assignments; designate uniforms needing alterations and distribute uniforms to alterations volunteers; fit new students as they join band; coordinate regular cleanings.

Apparel Coordinator: Work with the Director to place orders with suppliers; coordinate distribution of apparel; enter apparel orders on Charms on line store for record keeping purposes.

Parking Coordinator(s): For home football games only: Be at RHS no later than 5:00 p.m. to begin parking procedures. Set up markers for designated parking areas; coordinate volunteers to man the payment area and the parking lot traffic directors; turn in all cash to Treasurer. Oversee 4 to 5 additional volunteers at each home game. - not filing as of yet.

*****THE FOLLOWING POSITIONS MAY BE FILLED BY MULTIPLE VOLUNTEERS OR COMMITTEES*****

Uniforms Alterations: We need people who can sew! Can you help? This includes putting in or letting out pants-leg hems and sewing on buttons. Occurs mostly during the beginning of marching season. Work is usually done from home.

Fundraising Committee: Coordinate with VP Fundraising to plan, budget, and set up fundraisers. **Fundraising ideas are welcome.**

Props Coordinator(s)/Committee: Work with Director to create props needed for the marching show. This may entail painting, building, or other creative work, depending on the show.

Rehearse-A-Thon Coordinator(s)/Committee: Work with the Board and volunteers to coordinate the annual Rehearse-A-Thon event, which is usually prior to the Marching Band Music Performance Assessment in the fall.

Band Camp Coordinator(s)/Committee: Work with Director, Board, and volunteers to coordinate:

- Volunteers (with help from Band Volunteer Coordinator and Starlet Liaison)
- Water, snacks
- Cooling and first aid stations
- Fees payment table (work with Treasurer)
- Uniform fittings (work with Uniforms Coordinator)
- Band Camp this year will be split into two/three weeks:

Dinners Coordinator(s)/Committee: Coordinate the dinners the students purchase before football games (and some other events), including planning and ordering the food, and ensuring that we have all necessary supplies. Coordinate 3 to 5 additional volunteers, for serving, set up and clean up, etc.

Banquet Coordinator(s)/Committee: Work with the Director and Board to plan the end-of-the-year Band Banquet, including decorations, food, and budgeting. Thank you for supporting your students and The Robinson Marching Knights Band! Go Knights!!

ADDITIONAL/NEW POSITIONS:

Assistant Treasurer and Uniforms Assistant - shadows current Treasurer and Uniforms Coordinators to learn the process for the following school year.