

Band Booster Executive Board Position Descriptions

Position & Email	Position Description
President president@WSHSpartisanband.org	<p>The President shall be the Chief Executive Officer of the Corporation and shall preside at the Membership, Executive Board and Executive Committee meetings. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall represent the Corporation at public and school meetings, actively direct the affairs of the Corporation, and perform such other duties as directed by the Executive Committee and/or Band Director.</p>
Vice President vice.president@WSHSpartisanband.org	<p>The Band Booster Vice President assists the President in the overall running of the Band Booster Organization and is prepared to act on the President's behalf when absent or unavailable. The Vice President assists the President, Executive Board Members and the Committee Chairs as needed to ensure success of all Band Booster activities.</p>
Finance Officer finance.officer@WSHSpartisanband.org	<p>The Budget Officer shall develop an annual budget along with a long-range planning budget in coordination with the Executive Board; coordinate recapitalization and new purchase requirements with the Executive Board; and work with the Ways and Means to develop funding strategies and programs to support budget requirements.</p>
Treasurer treasurer@WSHSpartisanband.org	<p>The Treasurer shall keep the accounts of the Corporation in a true and accurate manner, be responsible for all receipts and disbursements, make financial reports at Corporation meetings, have available a list of all checks issued during the previous month at Executive Committee meetings, and submit financial records of the Corporation to a committee appointed by the President or an outside auditor, at the end of the fiscal year for the Corporation or upon the change of the Treasurer. The fiscal year for the Corporation is 1 July – 30 June of each year. The Treasurer will file Federal taxes in accordance with IRS rules and regulations.</p>
Administrator secretary@WSHSpartisanband.org	<p>The Administrator shall record/maintain/provide copies of Executive Board, Executive Committee/General Board meeting minutes. Shall maintain a copy of all band students. Shall write thank you notes to contributors from Tag Day for donations above an amount pre-determined by the Band Director. Maintain any correspondence and official corporate documents, insurance papers and the like.</p>
Student Accounts student.accounts@WSHSpartisanband.org	<p>The Student Accounts Board member monitors/assists parents and students with the funds that they have earned through the People Power (Leaf raking) program. This is used as a mechanism for offsetting band related fees and trip costs</p>