

Executive Officer Job Descriptions
Charlottesville High School Band Boosters

President / Co-President

- Set dates for, organize and lead regular Band Booster meetings during the academic year. Prepare meeting agenda. Ensure that minutes from previous Band Booster meetings are presented. Ensure that treasurer's reports from previous month are presented.
- With the Band Director, ensure that any unanticipated financial or non-financial requests are addressed in an appropriate time frame. Ensure that all unanticipated financial or non-financial requests from the Band Director are obtained in writing as a matter of record. Ensure copies of formal requests are archived.
- In coordination With the Band Director, ensure that all financial and non-financial gifts received by the Band Boosters are acknowledged in writing. Ensure that thank you letters meeting IRS requirements are sent to donors in a timely manner.
- Ensure that annual fundraising events are adequately staffed and organized, and that they run smoothly.
- With other Band Booster executive officers, create new or edit existing Coordinator positions and job descriptions as needed to fill the needs and requirements of the Band Boosters.
- With the Band Director and other Band Booster executive officers, lead the annual budget planning and approval process.
- With other Band Booster executive officers, and as required, vote on requests of Band Director and other motions presented by executive officers.
- With the Band Director, organize the Fall CHS Band preview performance and potluck dinner. This is a social event welcoming to the school all new and returning band students and families. It also provides an opportunity for the CHS Marching Band to show what they have learned during the summer band camp program. Event is held in the CHS Cafeteria. BB generally supplies tablecloths, plates, silverware, drinks / ice. Families supply entrees / salads / desserts, etc. Sign-up Genius page is handy to organize food sign up. Coordinate with Treasurer for reimbursal for all expenses associated with event.

Vice President / Co-President

- As requested by president, set dates for, organize and lead regular Band Booster meetings during the academic year. Prepare meeting agenda. Ensure that minutes from previous Band Booster meetings are presented. Ensure that treasurer's reports from previous month are presented.
- With Band Director and other Band Booster executive officers, participate in and contribute to the annual budget planning and approval process.
- With other Band Booster executive officers, and as required, vote on requests of Band Director and other motions presented by executive officers.

- With other Band Booster executive officers, create new or edit existing Coordinator positions and job descriptions as needed to fill the needs and requirements of the Band Boosters.
- With the Band Director and Treasurer, assist in the maintenance of an annual itemized record of student accounts that includes all fees charged to each account, and all payments made or credited to each account. Student accounts should be updated for the Band Director on a monthly basis, or more frequent intervals if requested. Address all issues with student accounts as they may arise.

Treasurer

- On a monthly basis throughout the year (12 months) and as they are available, obtain electronic copies of the Band Booster bank account(s) and send to all executive officers for review.
- On a monthly basis throughout the year (12 months) and after the Band Booster bank account statements are available, enter the financial transactions of the Band Boosters onto spreadsheet treasurer's reports. The treasurer's reports should be made available to all Band Booster executive officers prior to any full Band Booster meeting so that they may be presented and accepted.
- Make any approved changes to the monthly treasurer's reports. Archive final copy of treasurer's report and submit to all Band Booster executive officers.
- On an as needed basis and throughout the year, deposit funds received into appropriate Band booster accounts.
- On an as needed basis and throughout the year, make payments for all bills and invoices received by the Band Boosters, as well as requests for funding approved by the Band Boosters. Payment may be made in any appropriate form (check, debit card, credit card).
- With Band Director and other Band Booster executive officers, participate in and contribute to the annual budget planning and approval process. During the budget planning process, the treasurer will support any requests for information from the Band Director or other Band Booster executive officers.
- With the Band Director and Vice President, maintain an annual itemized record of student accounts that includes all fees charged to each account, and all payments made or credited to each account. Student accounts should be updated for the Band Director on a monthly basis, or more frequent intervals if requested. Address all issues with student accounts as they arise.
- With other Band Booster executive officers, and as required, vote on requests of Band Director and other motions presented by executive officers.

Secretary

- Take the minutes of every full Band Booster meeting. If unable to attend any Band Booster meeting, arrange for a substitute secretary to take minutes.

- Prepare a draft copy of the previous meeting minutes for presentation at the current meeting.
- Make any edits and approved changes to the draft meeting minutes and archive a final copy of each meeting minutes. Arrange with the Band Director to post the final meeting minutes on the CHS Band website (www.cvillebands.com).
- With other Band Booster executive officers, and as required, vote on requests of Band Director and other motions presented by executive officers.
- With Band Director and other Band Booster executive officers, participate in and contribute to the annual budget planning and approval process.
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