

## 1. Position Descriptions, Executive Board

President: Duties shall be to:

- Provide leadership to the organization.
- Prepare agenda and conduct each meeting.
- Sign contracts as directed by the general membership.
- Assist in preparation of annual budget.
- Countersign checks as necessary.
- Maintain Bylaws.
- Vote.
- TNT Manager on Duty.

Vice-President: Duties shall be to:

- Assume the duties of the president in the absence of the president.
- Assist in preparation of the annual budget.
- Assist president when and where needed.
- Countersign checks as necessary.
- Maintain Bylaws.
- Vote.
- TNT Manager on Duty.

Secretary: Duties shall be to:

- Record minutes of all meetings and report them at the next meeting.
- Maintain a permanent archive of the minutes of all meetings.
- Countersign checks as necessary.
- Keep copies of current Bylaws on-hand.
- Maintain a copy of previous Bylaws.
- Assist in preparation of the annual budget.
- Vote.
- TNT Manager on Duty.

Treasurer: Duties shall be to:

- Serve as the registered agent for the organization.
- Assist in preparation of the annual budget.
- Serve as the primary signatory on all checks.
- Arrange for cash for fund raising events as appropriate.
- Keep financial records and account for all monies.
- Maintain copies of tax-exempt status, tax records and other legal documents such as the Articles of Incorporation.
- Prepare books for the annual audit.
- Collect and deposit all monies within 5 calendar days of receipt.
- Maintain a ledger of income and expenses, from which he/she shall prepare a monthly financial report for the general meetings.
- TNT close and count nightly during operation.
- Vote.
- TNT Manager on Duty.

Co-Treasurer: Duties shall be to:

- Assist in Treasurer Preparation of the annual budget.
- Assist in Treasurer in arranging for cash for fund raising events as appropriate.
- Assist in Treasurer in collecting financial records and account for all monies.
- Collect and deposit all monies within 5 calendar days of receipt.
- TNT close and count nightly during operation.
- Vote.
- TNT Manager on Duty.

Fundraiser/Revenue Director: Duties shall be to:

- Set up and aid Board and/or band directors(s) with the organizing of fundraising activities for the Timber Creek High School Bands, Color Guard, Percussion and/or Timber Creek High School Band Parent Association.
- Vote.
- TNT Manager on Duty.

Events Director: Duties shall be to:

- Oversees summer band camp events, game day & contest meals, fall & spring social, and band banquet.
- Vote.
- TNT Manager on Duty.

Parliamentarian: Duties shall be to:

- Ensure general meetings are conducted in accordance with Robert's Rules of Order.
- Assist Board with any/all disruptive behavior matters as they arise during, before, and/or after any/all general meetings.
- Maintain Bylaws.
- TNT Manager on Duty.

Director of Volunteers - prepare, organize, and maintain a list of volunteers willing to serve on the various committees to assist the needs of the band boosters.

- Responsible for executing background checks for all parent volunteers, maintain, and share this list with each committee chair.
- Assist the committee chairs with soliciting booster membership and volunteers willing to serve on the various committees.
- Oversee the recruitment and retaining of volunteers for committee and events.
- Create **Sign up genius'** for all band events needing parent / student help.
- Vote.
- TNT Manager on Duty.

Director of Communications - responsible for coordinating the development of and distribution of all **mass communications** to band parent parents, as directed by booster President and/or Head Band Director.

- Work closely with the directors to communicate needs for the program.
- Newsletter submissions to assistant band directors.
- Publish sign up genius links to all communication platforms.
- Attend concerts of the feeder middle schools to provide information about the Band Boosters to up and coming parents.
- Vote.
- TNT Manager on Duty.

Director of Public Relations - Drafting and submitting press releases, submitting photos and articles to local news outlets regarding band activities, band events, and public interest stories.

- Preparing marketing materials to be used in fundraising.
- Utilize social media to market all band activities (Facebook, Twitter, Instagram, YouTube, and the like to publish photos, videos, and news stories concerning the band.
- Collect news stories concerning the band for submission to the **website** with hyperlinks if available.
- Generally market the band in the best and most positive light to the community.
- Vote.
- TNT Manager on Duty.