

# Fallon Music Boosters Roles and Responsibilities

## **President/Co-President**

- Represents the organization.
- Coordinate and preside over all meetings of the board and organization.
- Oversee all aspects of the Band Booster Program.
- Meet with the Music Directors as needed on program budgets.
- Coordinate the work of all the officers and committees.
- Oversee the financial record and budget in coordination with the Treasurer.
- Be fingerprinted, which will be paid for by the Boosters prior to handling any fund incoming or outgoing.

## **Vice President**

- Share the duties with the President/Co-president.
- In the absence or disability of the President/Co-President, or in the event of the President's/Co-president's refusal to act, perform all of the duties of the President/Co-President.
- Preside over meetings in President/Co-president absence.

## **Secretary**

- Record minutes of the Board and Booster meetings.
- Provide meeting agendas and minutes for all meetings.
- Presents meeting minutes from the previous open meeting for approval.
- Creates and manages booster meetings sign-in sheets.

## **Treasurer**

- Record and oversee all financial matters for the booster organization.
- Manage the organization's banking.
- Manage/coordinate collection of money with the co-treasurer at all events and fundraisers.

- Work with the music directors to set an annual budget, present to the executive board for approval and be voted on by the general booster organization.
- Be fingerprinted, which will be paid for by the Boosters prior to handling any fund incoming or outgoing.
- Continuously re-evaluate any needed changes to the budget to ensure the proper allocation of the organization's budgeted funds.
- Present financial status reports at closed and regular meetings of the board.
- Keep and reconcile the Boosters checkbooks.
- Make any required tax or regulatory filings.
- Prepare all statements, forms, or returns as may be required by federal, state or local taxing authorities.
- Present the books on an annual basis or upon change of Treasurer to the auditor chosen by the board.
- Assist the President(s) with filing and maintaining (with or without independent third party) all Boosters documentations and filings such as but not limited to statement of information (secretary of state), articles of incorporation, business license and documentation of corporate tax filings.

### **Co-Treasurer**

- Work along with the Treasurer and divide responsibilities as their qualifications allow at the discretion of both parties.
- Be fingerprinted, which will be paid for by the Boosters prior to handling any fund incoming or outgoing.

### **Director of Communications**

- Responsible for updating the Fallon Music Booster Website.
- Responsible for announcing and posting special events, fundraisers, through means such as but not limited to newsletters, email campaigns, Fallon Music Booster Website and social media.
- Maintain and update the Booster website with meeting minutes and budget.

### **Director of Fundraising and Events**

- Work with the executive team to identify and plan fundraising events.

- Develop fundraising budget, plan/evaluate and coordinate fundraising opportunities at the start of each school year.
- Present budget and plans for each fundraiser to Boosters.
- Become familiar with and evaluate fundraising policies/laws
- Recruit committee managers/leads for each fundraiser.
- Coordinate with above managers/leads throughout the year as fundraisers are in the planning and execution phases and assist as needed.
- Work with local businesses to identify sources of funds and provide letters of appreciation.

### **Director of Volunteers**

- Keep a list of all volunteers and the subcommittee volunteer signup sheets;
- Create, distribute, and manage sign-up genius for events when needed;
- Prior to the start of an event, contact all volunteers on the sign-up sheet and confirm participation and eligibility (i.e. clearance as needed).
- Contact volunteers and establish new subcommittees at the direction of the board;
- Act as the point person for volunteers at events and fundraisers;
- Manage special committees as needed.