

# Organizational Chart

## Roles and Responsibilities

### President

Typically, an individual who has previous activity in the organization

Major duties include (but not limited to):

- Casts vision for organization (under supervision of faculty advisor(s)).
- Presides at all meetings of organization.
- Serves as spokesperson and advocate for organization within local and school community.
- Meets regularly with faculty sponsor(s) regarding booster activities.
- Resolves problems in the membership.
- Meets regularly with Treasurer to review organization's financials.
- Is a signer on the account.
- Schedules annual audit of records or request an audit, if the need arises.
- Performs other duties as outlined in bylaws.

### President Elect

Serves as President's representative in his/her absence and is typically an individual with previous activity in the organization

Major duties include (but not limited to):

- Presides at meetings in absence of President.
- Performs administrative functions delegated by President.
- Serves as Senior Project Manager for ALL Directors and Coordinators.
- Establishes master calendar for all events and projects for the year.
- Manages follow through of Equipment/Support, Events, and Fundraising to ensure timelines and procedures successfully implemented.
- Performs monthly check-in meetings with Director(s).
- Attends monthly Board & Booster meetings.
- Conducts after event reviews for all events and supervises update of planning guides.
- Perform other duties as outlined in bylaws.

### Treasurer

Serves as authorized custodian of funds of organization. Strongly recommended Treasurer and/or Treasurer Elect have accounting background and consult with CPA to understand current laws. Should be covered by a fidelity bond (amount determined by and provided by Board).

Major duties include (but not limited to):

- Receives and disburses all monies indicated in the budget and prescribed in bylaws or as authorized by action of organization.
- Serves as chairperson of the Budget and Finance Committee.
- Issues receipts for all monies received and deposits these amounts on weekly basis (daily if receipts on hand >\$250).
- Presents current financial report including bank statements, reconciliations, and financial statements to executive committee within 30 days of previous month end. By request, makes copies available for review by general membership.
- Files current financial reports at month end with local administrator, or designee.
- Maintains accurate and detailed account of all monies received and disbursed.
- Reconciles all bank statements as received and resolves any discrepancies with bank immediately.
- File sales tax reports as required by comptroller (monthly, quarterly, or annually).
- Files annual IRS forms 990 and 1099s in timely manner.
- Coordinates annual budget meeting.
- Coordinates with Director(s) on funds to be disbursed to student accounts.
- Submits records to audit committee appointed by organization upon request or at end of year.
- Performs other duties as outlined in bylaws.
- Attends monthly Board & Booster meetings.

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### Treasurer Elect

With Treasurer, serves as authorized custodian of funds of organization. Strongly recommended Treasurer and/or Treasurer Elect have accounting background and consult with CPA to understand current laws. Should be able to be covered by a fidelity bond (amount determined by and provided by Board).

Major duties include (but not limited to):

- Receives and disburses all monies indicated in the budget and prescribed in bylaws or as authorized by action of organization.
- Issues a report for all monies received / deposited on a weekly basis to President.
- Presents current financial summary report at Board & Booster monthly meeting.
- Maintains accurate and detailed account of all monies received and disbursed.
- Reconciles all bank statements as received and resolve any discrepancies with bank immediately.
- Files sales tax reports as required by comptroller (monthly, quarterly, or annually).
- Files annual IRS forms 990 and 1099s in timely manner and coordinates with external CPA on annual tax returns.
- Coordinates annual budget meeting.
- Coordinates with Director(s) on funds to be disbursed to student accounts.
- Perform other duties as outlined in bylaws.
- Attends monthly Board & Booster meetings.

### Vice President Equipment / Support

Responsible for inventory, maintenance, transportation, and coordination of props and equipment

Major duties include (but not limited to):

- Ensures presence of trucks, vans, pit crew, etc. for moving equipment and instruments to various activities.
- Maintains and upkeeps storage areas.
- Assembles and coordinates training of pit crew for organization activities.
- Can also name coordinators and/or sub-chairpersons of any operational event or issue as necessary.
- Assists the President(s), as requested.
- Attends monthly Board & Booster meetings.

### Secretary

Keeps and ensures accurate records and bylaws of proceedings of the organization and reports to the membership

Major duties include (but not limited to):

- Well-versed and familiar with updated *Roberts Rules of Order* and other policies and procedural regulations established in bylaws.
- Records all business transacted at each meeting of the organization as well as meetings of any executive board meetings in prescribed format.
- Maintains records of the minutes, approved bylaws, and any standing committee rules, current membership, and committee listing.
- Reports on any recommendations made by the Board, according to bylaws.
- Maintains an active “action items” list and report on actions that are pending.
- Maintains attendance records of each member.
- Conducts and reports on correspondence on behalf of the organization.
- Serves as chief rules and regulations manager (parliamentarian for all meetings).
- Attends monthly Board & Booster meetings.

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## Roles and Responsibilities

### Co-Directors Special Events

Serves as Project Manager for all events

Major duties include (but not limited to):

- Directs and provides supervision for all planning and preparation, facility scheduling and calendaring, technology requests, and implementation to provide support for all special events hosted or provided by organization. These events may create revenue, but are generally not significant fundraisers. Includes banquets, concerts, performances and venues, camps, football games, among others TBD.
- May name Coordinators and/or sub chairpersons of any operational event or issue as necessary.
- Establishes operations calendar and timeline of all logistics and support items for all events.
- Assembles and trains chaperones for events.
- Maintains and reviews student medical forms.
- Maintains medical case and bags and coordinates restock of items needed.
- Provides creation, collection, and revision of event planning guides / books for standard operations and procedures.
- Manages follow-through of the project event coordinators to ensure that all timelines and procedures successfully implemented.
- Conducts monthly check in with Director(s).
- Attends monthly Board & Booster meetings.

### Director Public Relations

Ensures the organization is brought to the attention of the all stakeholders in a manner that reflects credit and pride upon the organization

Major duties include (but not limited to):

- Uses local and social media, newsletters, emails, website postings, and other means to fulfill role, both in print and electronically.
- Prepares communication for organization happenings and promotions using appropriate media.
- Prepares and distributes weekly/monthly newsletters.
- Coordinates slide show for Band Banquet.
- Coordinates photography of organization events throughout the year.
- Prepares items for promotion, recruitment, and outreach at school and community events.
- Through approved communication channels, provides information to parents to keep them informed of activities, last-minute changes, meetings, and events.
- Conducts monthly check in with Directors
- Attends monthly Board & Booster meetings.

### Co-Directors Fundraising

Serves as Project Manager for all fundraising activities. These activities create revenue to provide necessary income to support various enrichment and fee reduction needs of the organization.

Major duties include (but not limited to):

- Directs and provides supervision for all planning and preparation, facility scheduling and calendaring, technology requests, and implementation of all revenue generating and fundraiser projects and events hosted or provided by organization. Includes flag sales, fruit sales, butter braid sales, entertainment book sales, corporate sponsorships, mattress sales, among others TBD.
- May name Coordinators and/or sub chairpersons of any operational fundraiser or issue as necessary.
- Establishes operations calendar and timeline of all logistics and support items for all fundraiser activities.
- Supervises creation, collection, and revision of fundraising event planning guides / books for standard operations and procedures.
- Manages follow-through of the project event coordinators to ensure that all timelines and procedures get successfully implemented.
- Conducts monthly check in with Treasurer(s).
- Attends monthly Board & Booster meetings.

### **Guard Coordinator**

Facilitates communication and alignment between Band and Color Guard

Major duties include (but not limited to):

- Coordinates with Guard Director(s) on budgets, fundraisers, and other items.
- Facilitates needs for attire and equipment.
- Keeps inventory and provides maintenance, and issuance of attire and equipment.
- Coordinates chaperones for Winter Guard, competitions.
- Attends monthly Board & Booster meetings.

### **Uniform Coordinator**

Oversees all aspects of inventory, maintenance, and issuance of Band uniforms

Major duties include (but not limited to):

- Conducts fittings for uniforms.
- Attends performances and ensures standard appearance and wear of uniforms.
- Maintains inventory of extra items, such as gloves, to distribute as needed.
- Supervises volunteer uniform crew for upkeep and proper cleaning of uniforms.
- Attends monthly Board & Booster meetings.

### **Website Coordinator**

Reports to Director(s) of Public Relations and maintains and updates Band website

Major duties include (but not limited to):

- Coordinates maintenance of website, website updates, and website renewals.
- Verifies, assembles, and uploads data for website.
- Attends monthly Board & Booster meetings.

### **Alumni Affairs Coordinator**

Facilitates continued engagement of parent alumni through communication and activities

Major duties include (but not limited to):

- Maintains alumni parent database
- Plans and coordinates all alumni events and communication.
- Provides content to PR and Website teams for newsletter and Band website.
- Attends monthly Board & Booster meetings.

