

Warren East Band Boosters
Officer & Committee Duties

Preface

This document outlines the duties and obligations of all Officers & Committees of the Warren East Band Booster Organization. The duties of Officers are copied verbatim from Article III, Section 5 of the Organization Bylaws & may not be altered in this document without being altered according to the provisions in those Bylaws. The Committee Chair duties are located solely within this document and may be altered as per Article III, Section 5 of the Organization Bylaws.

Officer Duties

The **President** shall:

- A. Preside at all meetings of the Organization and the Board of Directors.
- B. Be available as a liaison to all committees.
- C. Perform other duties incidental to the office of the President.
- D. Endeavor to serve the entire organization in a strictly impartial manner.
- E. Be familiar with the Bylaws, Officer & Committee Duties and any policies provided by the Warren County Board of Education.
- F. Keep the membership informed of all activities associated with the Booster Organization.
- G. Keep the Band Directors fully informed on all matters concerning the Organization.

The **Vice-President** shall:

- A. Assist the President as needed.
- B. In the absence of the President, temporarily assume the duties and powers of the presidency.
- C. In the event of a vacancy in the office of the President, assume the duties and powers of the presidency until a special election can be held.
- D. Perform such other duties as may be assigned by the Board of Directors or the Organization.
- E. Be available as a liaison to all committees.

The **Secretary** shall:

- A. Keep an accurate record of all Organizations and Board of Directors meetings.
- B. Have custody of the Organization's By-Laws and other official documents.
- C. Have available at all meetings up-to-date copies of the Bylaws and records of past meetings.
- D. Perform such other duties as may be assigned by the Board of Directors or the Organization.
- E. Conduct the correspondence of the Organization in accordance with direction of the President and/or the Board of Directors.

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- F. Following installation of Officers, file the names and addresses of the Officers with the High School Principal.

The **Treasurer** shall:

- A. Have custody of all Organization funds, making disbursements only as authorized by the Organization, whether by specific action or by adoption of a budget to be administered by the Board of Directors.
- B. Pay all approved bills promptly, by check.
- C. Keep the books on a current basis and make a monthly written financial report to the Organization.
- D. Prepare a detailed financial report for presentation at the Organization's Annual Meeting in May and a complete financial report for the period of the term office.
- E. Prepare and deliver appropriate end of year forms to the WEHS Principal by June 25th.

Standing Committees

The **Alumni Relations** Committee shall:

- A. Maintain a database of all alumni members of the Warren East Band program.
- B. Reach out to all alumni members of the Warren East Band program as a source of support, both in terms of volunteers (in consultation with the Volunteer Committee Chair), financial support, etc.
- C. Organize Alumni events, including but not limited to alumni football/basketball games.

The **Concessions** Committee shall:

- A. Select & purchase items for all home Football & varsity Basketball games. This includes placing food & drink orders in a timely manner.
- B. Maintain an accurate inventory of all items purchased for the concession stands.
- C. Ensure smooth operation of the concession stand during home Football & varsity Basketball games.

The **Contest** Committee shall:

- A. Work with the Band Directors to ensure the smooth operation of any contests held by the Warren East Band, including the Raider Invitational, Percussion Classic, and KMEA Quarterfinals & Semifinals.
- B. Create program booklets for any contests.
- C. Secure advertisements for any contests.
- D. Publicize any contests.

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The **Equipment** Committee shall:

- A. Ensure that a truck & the band trailer are available for any necessary performances of the WEHS & WEMS Bands.
- B. Load, transport & unload all equipment for performances.
- C. Assist with setup & teardown at all performances.
- D. In consultation with the WEHS & WEMS Band Directors, design and build any props or other items deemed necessary by the Band Directors for performances.

The **Fundraising** Committee shall:

- A. Devise a year-long plan of fundraising activities for the WEHS Band.
- B. Implement all fundraising activities for the WEHS Band, including passing out all necessary materials, collecting funds at the end of the sale, and disbursement of any items purchased.

The **Student Support** Committee shall:

- A. Ensure that food & drink items are secured for any band events not covered by Concessions. This includes, but is not limited to:
 - a. Marching band competitions
 - b. Indoor performance ensemble competitions
 - c. Hosted Events & Contests
- B. Secure flowers and decorations as needed for senior parents for Senior Night.
- C. Secure food & décor for the annual WEHS Band Awards Banquet.

The **Sponsorship** Committee shall:

- A. Develop & maintain a sponsorship system for the Warren East Band program.
- B. Solicit sponsorships, both monetary and of items, from the community for support of the Band program.

The **Trip** Committee shall:

- A. In consultation with the WEHS Band Director, determine a location for any large trips taken by the WEHS Band.
- B. Maintain a database of all members going on any large trips.
- C. Work with parents of students going on any large trips to ensure proper payment of trip fees.
- D. Regularly communicate with parents about the status of any large trips being taken by the WEHS Band.

Please note: A Trip Committee will be elected only during times of planning & preparation for a major trip. At present, the Warren East HS Band will only be going on major trips during even numbered years.

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The **Uniform** Committee shall:

- A. Fit & assign all marching band uniforms to students. This includes sizing & ordering of shoes.
- B. Secure any necessary repairs or replacements to uniforms.
- C. Ensure that all students have all parts of their uniform in working order.
- D. Maintain a database of uniforms assigned to students.
- E. Secure cleaning for marching band uniforms at least twice per calendar year.
- F. Collect all uniforms at the end of the year & ensure that all items are returned in proper condition.

The **Volunteer** Committee shall:

- A. Work with all Officers & Committee Chairs to ensure that all volunteer needs of the Organization are met. This includes, but is not limited to:
 - a. Football & Basketball Concessions workers
 - b. Marching Band chaperones
 - c. Trip Chaperones
 - d. Contests & events put on by the Warren East Band program
- B. Communicate with parents any volunteer needs of the program.
- C. Be a point of contact for any and all parents who wish to volunteer their time & services.
- D. Coordinate any volunteer training & background checks necessary for volunteers.