

## Band Fan Board Members and Responsibilities

1. Duties of President
  - a. Shall be in communication with the Band Director and all other officers of the Organization.
  - b. Have supervision over the business affairs of the Organization.
  - c. Chairperson of the Executive Board.
  - d. Preside at all executive and general meetings.
2. Duties of 1<sup>st</sup> Vice President
  - a. Shall perform duties in absence of the President.
  - b. Shall appoint committee chairs for membership, chaperones and volunteers.
  - c. Shall be in charge of membership, chaperones and volunteers.
3. Duties of 2<sup>nd</sup> Vice President
  - a. Shall appoint committee chairs for various fundraising activities.
  - b. Shall be in charge of all fund raising.
4. Duties of 3<sup>rd</sup> Vice President
  - a. Shall appoint committee chairs for various special events.
  - b. Shall be in charge of all special events.
5. Duties of Secretary
  - a. Shall act as clerk of all meetings and record all votes and minutes. Shall have these in writing at the following meeting to be presented to all members.
  - b. Shall keep copy of the Bylaws.
  - c. Shall keep all documents pertaining to this Organization.
  - d. Shall attend to all correspondence as requested by the Executive Board.
6. Duties of the Treasurer
  - a. Shall file appropriate tax forms as necessary to preserve the tax exempt status of the Organization.
  - b. Shall receive all funds due the Organization, issue appropriate receipts, be solely responsible for deposit of same in a designated depository determined by the Executive Board and pay all bills authorized by the Executive Board.
  - c. Checks may be signed by the President, Vice-President, Treasurer and/or Secretary. Two (2) signatures are required on all checks.
  - d. Shall give complete financial report at each meeting, or upon the request of the Executive Board.
  - e. All disbursements will be made by check and deposits will be made in the name of "Band Fans Parent Organization".
  - f. Shall hand over all records upon demand of the Executive Board for the purpose of audit, which shall be conducted at least once per year.
7. Duties of Booster Club Liaison
  - a. Communicate information and concerns between the Booster Club and the Band Fans Parent Organization.