

# CV Band Booster Board Job Descriptions

## President

### Time Commitment

- about 15 to 20 hours weekly from July to November
- about 25 hours monthly from December to June

### Duties

- Preside at all meetings for the organization
- Coordinate efforts with the Band Director and Staff
- Ensure that District policies are being followed
- Ensure that all areas are properly staffed and working
- Ex-officer member of all committees

## 1<sup>st</sup> Vice President

### Time Commitment

- about 2 to 4 hours weekly from July to November
- about 5 hours monthly from December to June

### Duties

- Assume the duties of the President in their absence
- Coordinate family events
- Other duties as assigned

## 2<sup>nd</sup> Vice President

### Time Commitment

- about 2 to 4 hours weekly from July to November
- about 5 hours monthly from December to June

### Duties

- Assume duties of 1<sup>st</sup> Vice President and/or President in their absence
- Board liaison to the Fundraiser committee
- Other duties as assigned

## Corresponding Secretary

### Time Commitment

- about 2 to 4 hours weekly from July to November
- about 5 hours monthly from December to June

### Duties

- Managing correspondence from the Executive board to members of the band via email – frequency is dependent on the season weekly/semi-weekly
- Answer questions as needed from band families or forward questions to appropriate parties
- Send welcome emails to new families and help mentor them
- Create and maintain the annual publication of the CV Marching Band Student Directory
- Other duties as assigned

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## Recording Secretary

### Time Commitment

- about 1 hour after each meeting

### Duties

- Keep records and minutes of all CV Band Booster meetings
- Provide draft minutes to the executive board for review after each meeting
- Other duties as assigned

## Treasurer

### Time Commitment

- about 10 to 20 hours per week from August to November
- about 5 to 10 hours per week from December to July

### Duties

- Updated PC with ability to run QuickBooks Desktop Pro required.
- Maintain QuickBooks company file.
- Create and maintain budget.
- Manage all accounts to include banking, credit, insurance, and vehicles.
- Pay all bills on time to avoid late fees.
- Work with the accountant who prepares our financial statements and completes taxes.
- Process contractor payments and prepare 1099s.
- Handle cash, including ordering change from the bank, and preparing start-up cash drawers for all events where money will be collected (i.e. Fundraisers, Fry Wagon events, Football concessions (Varsity, JV and Freshmen games), Outdoor show (Echoes in the Valley), and Indoor Show (Echoes in the Dome))
- Other duties as assigned

## Assistant Treasurer

### Time Commitment

- Need to be available for each event or work with the executive board to collect funds
- Hours vary depending on activities.
  - Football concessions – usually 2 to 3 hours a week to collect, count and deposit funds
  - Each additional event – add 1 hour to collect, count, and deposit funds

### Duties

- Collect cash and checks and maintain a record of categories from all events via the Band Box or at an event where money is collected for the CV Band Boosters. This includes but not limited to Band Banquet, Fundraisers (feed the band, uniform apparel, candy grams, raffle, etc.), Fry Wagon events, Football concessions (Varsity, JV and Freshman games), Outdoor show (Echoes in the Valley) and Indoor Show (Echoes in the Dome). This sometimes includes collecting excess cash midgame and placing it in the safe.
- Deposit cash and checks from all events to the bank
- Work with the Treasurer to ensure deposited money is properly allocated
- Ensure that the Credit Card machine (Clover) is ready for the next event.
- Check post office box and distribute mail to correct recipient. If any money is received, record and deposit timely to the bank
- Other duties as assigned