

THS Band Boosters Board Positions

The President(s) shall: (1) conduct the business of the Corporation by presiding at all general membership, executive and board meetings; (2) coordinate the Corporation activities with THS Band Director; (3) insure implementation of the Corporation mission statement in Article II

The Vice President(s) shall: (1) assist the Corporation President and serve as President in his/her absence; (2) assume other duties as necessary and/or as directed by the President; (3) serve as Chairperson of the Nominating Committee; (4) attend board and general meetings and additional meetings as necessary.

The Secretary(s) shall: (1) record minutes of executive, board and general meetings and any additional meetings as requested; (2) send electronic copy of the minutes to board members and maintain a permanent copy on file; (3) distribute copies of the previous meeting minutes at the general meeting; (4) maintain a hard copy and an electronic file of the Corporation By-laws for seven years; (5) and assist with other correspondence as needed.

The Treasurer(s) shall: (1) maintain custody of financial records and protect the financial assets of the Corporation; (2) deposit checks and cash in a timely manner; (3) disburse funds according to Corporation policy; (4) use an accounting software program to maintain an accurate accounting of all financial activities according to General Accounting Practices; (5) provide a complete printed report of financial activities to the Executive Committee monthly and a full data backup disk to the Executive Committee quarterly for off site storage (with password information if applicable); (6) maintain a hard copy and electronic copy of the Corporation financial records for seven years, including regularly created backup files; (7) attend Executive, Board and general meetings; (8) prepare and file timely annual tax reports; (9) oversee student accounts and assist in providing periodic reports on account balances; (10) maintain a current roster of students, parents and other members as applicable

Treasurer Duties

- Receive student payments from co-Treasurer, who tracks student account information.
- Deposit all payments in the THS band account at First Tech Federal Credit Union.
- Pay all invoices, including instructor contracts received from Kati McKee.
- Check the THS Band PO Box on a regular basis.
- Keep an register of payments/deposits in QuickBooks.
- Reconcile monthly credit union account statement in QuickBooks.
- Provide budget report (planned vs actual) at monthly Booster meeting.
- Work with Jim, Kati and Booster board to develop proposed budget for upcoming year.
- Provide cash boxes for each Band event as needed.
- Provide QuickBooks backup file to CPA for yearly tax return.
- Provide Marching Band Instructor information to CPA to generate 1099 forms.

Co Treasurer Duties

- keep accounting for each student fair share in excel spreadsheet and CHARMS
- send invoices to all students for classes and after school programs monthly/record payments
- be available to write checks when treasurer is unavailable
- collect payments from black box in band room
- after entering all payments, coordinate drop off to treasurer
- knowledge of excel spreadsheets helpful
- attend monthly meetings and have balances/fees owed readily available
- during a trip year, have double accounting with treasurer for incoming payments
- back up for treasurer duties when needed; i.e. get cash boxes, change, etc.