

Brea Junior High School Instrumental Music Boosters

Officers and Their Duties

President

The president is the chief executive officer of the organization and is responsible for all its actions. He or she provides the day-to-day liaison among the boosters, the director, and the school administration. He or she selects appointed members of the executive board. The president shall create an agenda for and preside over all official meetings.

Vice President

The Vice President is the principal assistant to the president. He or she acts on behalf of the president and performs the president's duties when he or she is absent. In addition, he or she is assigned specific duties, such as managing a specific project or committee. In the absence of a *Ways and Means Chairperson*, the Vice President oversees all fundraisers and appoints coordinators for these activities.

Secretary

The secretary provides and maintains records of official acts of the organization. The secretary also develops and maintains the membership list. He or she is also in charge of any official correspondence to and from the organization that may include but are not limited to monthly meeting reminder mailers, thank you notes, and donation request letters.

Treasurer

The primary responsibility of the treasurer is to keep accurate financial records for the organization. The treasurer is also responsible for all authorized disbursements of the organization and reports to the organization on its financial condition. The treasurer is a member of the budget committee, which meets at the beginning of each school year to plan the annual budget.

Committees and Their Duties

Ways and Means

The ways and means committee develops the plan for raising funds to support the budget and manages fundraising programs. This committee should consist of a chairperson as well as coordinators of any ongoing, regular, or traditional fundraisers.

Concerts

The concert committee is in charge of coordinating concert ticket sales, ushering, decorations, and bake sales at concerts.

Banquet

The banquet committee coordinates the annual band banquet in June. This includes reserving facilities, decorations, food, purchasing student awards, and any other desired banquet activities.

Publicity

The publicity committee serves as a liaison between the band program and the public. They maintain contact with the media and find other ways of stimulating community interest and notification of important events. This committee should also maintain contact with school administrators, district officials, and school board members in order to evoke interest and support for the program.

Social Activities

The social activities committee coordinates activities for band members to occur outside of the school day, preferably once per month. We would like to provide a variety of chaperoned events for students to get to know each other better on a personal level. Past events have been coordinated by the student band council, but it is desirable for us to host more events with adults in attendance. Examples of previous events include movie nights, bowling, miniature golf, or even just a get together at someone's home.