

President

The President Shall:

Prepare agendas, provide notice and preside at all meetings of the Association and the Executive Board:

Establish committees as specified in the bylaws;

Help establish the association budget;

Appoint committee chairs and oversee their progress;

Uphold the association bylaws and upholds the intentions of the Association to maintain its 501(c)(3) public charity status;

Work with and support the Music Directors, and be liaison between the Association and the school administration and the District Office;

Oversees the duties of the other Officers and Committee Chairs.

Designate one of the Vice Presidents to be responsible for monthly review of the bank account statements.

Create and maintain a binder with all appropriate papers that will be handed down to the next elected president for the following school year.

Co-responsible for checking mail for the Association.

Vice President

The Vice President shall:

Be prepared to perform all the duties and have the powers of the President in his/her absence, and shall assume any duties by the President or the Executive Board.

Uphold the association bylaws and upholds the intentions of the Association to maintain its 501(c)(3) public charity status;

The Vice President shall be responsible for monthly review of bank account statements.

Create and maintain a binder with all appropriate papers that will be handed down to the next elected vice president for the following school year.

Write articles for the newsletter regarding Music Booster Activities.

Secretary

The Secretary shall:

Keep a copy of the bylaws, certificate and articles of incorporation, federal tax exempt status records;

Record minutes of the meetings of the Association and of the Executive Board, and shall keep available a complete record for the duration of term of office;

Work with school administration to maintain email listserve of members and shall serve as a repository for various committee reports and other documentation to be maintained on file.

Uphold the association bylaws and upholds the intentions of the Association to maintain its 501(c)(3) public charity status;

Create and maintain a binder with all appropriate papers that will be handed down to the next elected secretary for the following school year.

Treasurer

The Treasurer shall:

Keep the financial records for the Association.

Provide a written financial report at all meetings or when requested by the officers

Keep an accurate set of financial records available for the inspection by the members.

Ensure timely reporting of all reports that may be required by the laws of the State of Washington and the United States government.

Uphold the association bylaws and upholds the intentions of the Association to maintain its 501(c)(3) public charity status;

Create and maintain a binder with all appropriate papers that will be handed down to the next elected Treasurer for the following school year.

Co-responsible for checking mail for the Association.

Maintain a PO Box for the Association.

Maintain necessary insurance for Association activities.

Maintain membership in the North American Booster Club Association, or such other organization joined.

Prepare preliminary annual budget for review at the first general meeting of the Members of the school year, with a final budget to be approved by the Members no later than December 31st.

Liaisons

There shall be two Liaisons each from Band, Choir and Orchestra.

Must have a student in the music group the represent.

Work with and support the Music Directors to achieve their program goals.

Uphold the association bylaws and upholds the intentions of the Association to maintain its 501(c)(3) public charity status;

Create and maintain a binder with all appropriate papers that will be handed down to the next elected secretary for the following school year.