

ARTICLE V – DUTIES OF OFFICERS

- A. The **President** shall preside over Association and Executive Board Members, appoint committees and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.
- **Coordinate monthly meeting and send out reminders**
 - **Coordinate end of year banquet and dessert socials**
- B. The **Vice-President** shall preside as president, in his or her absence, coordinate activities among various committees, act as liaison on all high school activities, and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.
- C. The **Secretary** shall communicate meeting notices, keep an accurate record of Association and/or Executive Board Meeting, post minutes to the RMHS Instrumental Music Department website, and other duties prescribed by these bylaws and by the parliamentary authority adopted by this the parliamentary authority adopted by this organization.

The RMHS Boosters secretary responsibilities are the following:

1. **Take the minutes at the booster board meetings**
 2. **Post the minutes on the Google Drive and share with other officers**
 3. **Review the action items of the previous board meeting**
 4. **Coordinate with treasurer to send out donation receipts**
 5. **Coordinate with Band liaison to: (See template copies)**
 - a. **Manage and prepare volunteer tags.**
 - b. **Manage and prepare volunteer sign-up sheets.**
 - c. **Request volunteers at first parent meeting.**
 - d. **Provide volunteer list to board members.**
 6. **Assist with volunteer/committee items as needed when able; e.g.**
 - a. **Concerts**
 - b. **Competitions**
 - c. **Senior Night**
 - d. **D3 decorating/Sign-up Genius (band account)**
 - e. **Gala**
 - f. **Chaperone trips**
- D. The **Treasurer** shall act as custodian of the association funds, collect dues when assessed, maintain financial records, invest funds, submit reports as requested, oversee student trip account management, and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.

- E. The **Fundraising Coordinator** shall be in charge of coordinating all fundraising activities approved by the Executive Board. These duties include communication and organization, collection of money, submitting of reports about fundraiser(s) and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.
- F. The **Band Liaison** shall be in charge of overseeing and coordinating uniforms for all band ensembles. These duties include distribution and maintenance of marching band uniforms, maintain up-to-date records of uniform size, number, student, etc, maintain an emergency supply of uniform need, ensures all uniform accessories are loaded before traveling, dry cleaning of the uniforms, ensures that the uniform room is properly maintained and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.

Band Liaison Job Description

- **Responsible for overseeing and coordinating uniforms for both marching band and symphonic band.**
- **Managing, contacting and delegating to parent volunteers to assist with Marching Band Uniform duties during activities. (volunteer list is managed by secretary)**
- **Distribution, maintenance, and inventory of marching band uniforms:**
- **Organize and manage shoe & glove try on and orders.**
- **Organize and manage jacket, bib, shako and gauntlet try on and distribution.**
- **Prepare and distribute uniform contracts.**
- **Issue invoices to students for gloves and shoes; collect money.**
- **Distribute and checking in uniform supplies at every game & competition.**
- **Manage the labeling and carts loaded for competitions.**
- **Creating and managing spreadsheets to maintain up-to-date records of uniform sizes, numbers, and students.**
- **Coordinate with band director for correct roster, field numbers, and sections each student is in.**
- **Create color-coded system and organize labels and tags for uniforms.**
- **Maintain supplies for uniform needs, accessories and emergency supplies. Ensure there is a bag of supplies ready for each game and competition and it is with the students at all times.**
- **Prepare and assist band director with tuxedo and dress orders. Assist during first concert for dress hems that need temporarily pinned.**
- **Attend some rehearsals (preparation), all football games, each marching band competition, band parent meetings, and symphonic band concerts. Be available as other events may need assistance by booster board members, including, but not limited to fundraising activities, winter/spring events, basketball games, etc.**
- **Remove tags, disassemble and prepare marching band uniforms for cleaning.**

- **Wipe out shakos, ensure they are in correct boxes, inventory and store for next season.**
- **Wash gauntlets, inventory and store for next season.**
- **Prepare bibs for either washing or dry cleaning (at the discretion of the band director)**
- **Prepare jackets for dry cleaning.**
- **Upon return of items from dry cleaners, organize and store by size for next season.**
- **Prepare in the spring for next season by inventorying and determining any stocking orders to be placed prior to next marching band season.**
- **Ensure the uniform room is properly maintained and other duties as prescribed by these bylaws and by the parliamentary authority adopted by this organization.**

G. The **Color Guard Liaison** shall represent the needs of the color guard to the Executive Board. These duties include keeping the booster organization informed of color guard activities, oversee guard uniforms, inventory guard equipment (flags, rifles, props, etc), to coordinate any special activities as needed by the color guard and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.

H. The **Orchestra Liaison** shall represent the needs of the orchestra to the Executive Board. These duties include overseeing and coordinating concert attire for all orchestra ensembles, keeping the booster organization informed of orchestral activities and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.