

O'Connor Band Boosters Executive Board Positions

President:

1. Will serve as the chair of the executive board and will represent the interest of the organization to the Administration of OHS and/or NISD.
2. Will coordinate the work of the officers and committees of the band boosters
3. Will preside over meetings of the band boosters and of the board.
4. Will serve as the Northside Booster Association representative along with the First Vice President.
5. Promote band booster memberships

Vice President – Concessions (VP1):

1. Will assume the duties of the President in the absence of the President.
2. Will serve as the Northside Booster Association representative along with the President
3. Will recruit volunteers for concessions.
4. Will work with the Treasurer to ensure that credits are applied in charms for each volunteer.
5. Will be the concession opener/closer for all band concession assignments

Vice President – Performance (VP2):

1. Will assume the duties of the President in the absence of the President and the other Vice Presidents.
2. Will serve as Chaperone Chair and will recruit, supervise, and coordinate band parents/guardians to chaperone band activities away from the O'Connor High School.
3. Will hold an orientation meeting for all parent/guardian chaperones at the beginning of the school year prior to any off-campus events.
4. Will keep an up-to-date record on each band member, signed by the appropriate parent or guardian that grants permission for the band members to participate in off-campus activities, states any medical conditions about which chaperones should be aware of, and gives permission to administer doctor prescribed, or parent approved over-the-counter drugs, as appropriate.
5. Will ensure that sundry supplies are available.

Vice President – Logistics (VP3):

1. Will assume the duties of the President in the temporary absence of the President and other Vice Presidents.
2. Will Chair the Move Crew and recruit crew volunteers.
3. Will be responsible for non-musical equipment for marching, concert, percussion, and color guard events.
4. Will be responsible for the repair and maintenance of all non-musical equipment.
5. Will coordinate the handling and transportation of equipment and properties for all off-campus trips.

6. Will be responsible for equipment trailer's maintenance, repair, licensing, and insurance.
7. Will coordinate drivers for all equipment trailers for all events.

Vice President – Events and Food Services (VP4):

1. Will assume the duties of the President in the temporary absence of the President and other Vice Presidents.
2. Will serve as chair to food services committee and recruit, train, and coordinate band parents/guardians to food services activities both on and off-campus.
3. Will oversee and recruit volunteers for Panther Porch Café and Game Day Dinners.
4. Will serve as the chair of the banquet committee and coordinate the arrangements for an annual band banquet with the Director of Bands and student officers.

Secretary:

1. Will record, maintain, and make available to any member upon request the minutes of all meetings of the Band Boosters and the Board.
2. Will maintain a roster of all band students throughout the school year.
3. Will maintain all records of the organization, except such as are specifically assigned to other Offices or members.
4. Will conduct correspondence for the Band Boosters and the Board.
5. Will record attendance of the Board members at all scheduled and called Board meetings.
6. Will maintain a roster of Officers and Standing Committee Chairs and make it available to all members of the Band Boosters at the first meeting of the school year.
7. Will ensure that background checks are received and completed by all booster members who wish to volunteer.

Treasurer:

1. Will receive and timely deposit all booster funds, pay bona fide debts, and maintain an accurate record of all receipts, disbursements, assets, and liabilities.
2. Will chair the budget committee and will oversee and report the activities of this committee to the Executive Board.
3. Will prepare and make available financial reports at all booster meetings and when requested by the President.
4. Will prepare an annual financial report, signed by the outgoing President and Treasurer. The report will be present at the regularly scheduled September Board meeting.
5. Will provide all records for the annual audit.
6. Will submit the annual booster budget for the approval of the members.

Parliamentarian:

1. Will maintain copies of current governing documents – bylaws, standing rules, policies, and parliamentary authority.
2. Will provide guidance to members and board members on issues outlined in governing documents.
3. Will confer with president prior to meetings regarding business items on the agenda.
4. Will advise the president on points of parliamentary procedure.
5. Will maintain a position of impartiality and does not make motions, enter debate, or vote.

Fundraising/Sponsorships:

1. Will investigate and propose student fundraising activities.
2. Will coordinate student fundraising activities.
3. Will ensure all fundraisers are within NISD guidelines and approved by NISD school administration and Executive Board prior to launch.
4. Will recruit corporate sponsors to contribute cash or in-kind contributions to help support the Band Boosters.
5. Will ensure that funds are collected and delivered to the Treasurer in a timely manner.

Props Crew: Plans and coordinates with the Director of Bands the prop needs during the marching, concert, percussion, and winter guard seasons. Will work with logistics to ensure the safe transportation of props to all band events where they are required.

Water Crew: Plans and coordinates water for band members, band directors, chaperones, and crew members during football games and events, as necessary.

Travel: Will work with the Director of Bands to establish the location for the band trip, coordinate with the selected travel company, plan and organize the students.

IT Services: Will be the webmaster for ocpantherband.com and the administrator for the Band Boosters G-Suite account.

Merchandise: Investigates and coordinates sales of band related items (shirts, jackets, caps, etc.).

Yearbook: Will coordinate the annual band yearbook with the supplier to ensure a timely delivery by the end of the school year.

Color Guard: Will coordinate with other chair positions the needs (props, logistics, water, chaperone) of the Color Guard for the marching and winter guard seasons.

Indoor Percussion: Will coordinate with the other chair positions the needs (props, logistics, water, chaperone) for the indoor percussion season