***Under construction***

**Secretarial Position**

|  |  |  |
| --- | --- | --- |
| **What does the Secretary Do?** | **What does the Secretary Need to Do This Job?** | **Notes** |
| Maintains a record of minutes for all meetings of the Booster club and the Executive Committee meetings. | * Access to Booster email account * Access to a meeting minutes template for Executive Meetings * Access to a meeting minutes template for Booster meetings | Make sure templates are compliant with web site. |
| Distributes advance notification of all meeting schedules for the Executive Board and General Membership. | Access to current group distribution of LFO Band Boosters  Access to current group distribution for LMS Band Boosters  Access to current group distribution for LFO/LMS Colorguard  Access to Booster and Executive Board calendars  Access to Facebook and other Social Networking Accounts | How do we verify they are current; Check with Executive board on the calendar dates in May-June |
| Updates Booster calendars used as reference for the general membership on a continual basis, including posting of the general membership booster meeting schedule for the upcoming year no later than May of each year. | Access to Booster and Executive Board calendars  List of key dates and deadlines from revised bylaws  List of Band Schedule for practices, games, and competitions  List of colorguard / Winterguard schedule for practices, games, and competitions  List of Booster events (such as end of band camp party, end of year banquet, et cetera)  List of Catoosa County School System School year dates for current year  List of key LFO and LMS event dates not included on Catoosa County School System Calendar  ACT Testing Schedule  Significant School dates, including prom and graduation | Booster board planning calendar should be completed in May of each year. |
| Submits for approval the minutes of the previous Booster meetings at each general member Booster meeting, and reconciles any disputes of previous meeting minutes raised by members. | Access to Booster email account  Access to current group distribution of LFO Band Boosters  Access to current group distribution for LMS Band Boosters  Access to current group distribution for LFO/LMS Colorguard  Access to a meeting minutes template for Booster meetings  Access and attendance at Band booster meetings |  |
| Maintains a roster of membership with updated contact information. | Access to Booster email account  Access to current group distribution of LFO Band Boosters  Access to current group distribution for LMS Band Boosters  Access to LFO band and auxiliary unit membership lists |  |
| Ensures physical and electronic copies of all attendance records, meeting minutes, Executive Board meeting minutes, emails, web site documentation, and historical records are stored in compliance with the designated physical and electronic locations approved by the Executive Committee. | Access to Booster email account  Access to Booster Google Drive  Reference standard naming conventions to keep information organized  Archives information on a quarterly basis | Use standard naming convention for each type of document to ensure they can be found easily. |
| Performs duties assigned by the President or the Executive Committee. | Access to Booster Email Account  Access to Booster Board Group Text  Attendance at Executive meetings and conference calls |  |
| Works with the Executive Committee and committee chairs to ensure all documentation from each functional area is submitted in a timely fashion, using appropriate forms and templates, if available. | Access to Booster Email Account  Access to Booster Board Group Text  Attendance at Executive meetings and conference calls |  |
| Audits the documentation of each position on a quarterly and intermittent basis to ensure sustained compliance according to the booster organization’s standards. | Access to Booster Email Account  Access to Booster Board Group Text  Access to naming convention reference  Access to all required templates |  |
| Maintains updated job descriptions for each office and committee chair position. | Booster Bylaws from previous year  Running list of all committees |  |
| Provides assistance and intervention, as needed to bring documentation requirements from all Booster positions into compliance with current standards and expectations. | Access to Booster Email Account  Access to Booster Board Group Text  Attendance at Executive meetings and conference calls |  |
| Works to create documentation formatting and storage standards to drive easier compliance across all areas of the booster organization. | Access to Booster email account  Access to current group distribution of LFO Band Boosters  Access to current group distribution for LMS Band Boosters  Access to current group distribution for LFO/LMS Colorguard  Access to a meeting minutes template for Booster meetings  Access and attendance at Band booster meetings | Use previously established standards whenever possible |
| (Non-ByLaw stuff)  Maintains and supports a good understanding of timeliness for each activity | Booster Bylaws from previous year contains deadlines  Communication with executive board  Access to all communication channels  Strong working relationship with Marketing/Communications chair | Executive board should work on expectations |
| Maintains an inventory of all approved Social Networking and web-based communication channels | Access to Band/Guard High School and Middle School social networking sites including all section FB sites  Access to all published calendars  Keeps a list of all LFO Alumni sites  Assists in approving membership requests and posts. |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| OFFICERS |  |  |
|  |  |  |
| President: |  |  |
| Presides over all Band Booster Meetings. |  |  |
| Represents the Band Boosters at all meetings and events. |  |  |
| Presides over all Executive Team meetings. |  |  |
| Appoints the chairpersons of standing and select teams with the approval of the Executive Team. |  |  |
| Performs such duties as may be assigned by the Boosters or the Executive Team. |  |  |
| Ensures the Booster insurance policy is reviewed on an annual basis. |  |  |
| Vice President: |  |  |
| Oversees the coordination of all fundraisers. |  |  |
| Presides over meetings in the absence of the President. |  |  |
| Serves as ex-officio member of standing teams. |  |  |
| Maintains a record of all fundraising activities and contacts. |  |  |
| Submits all financial records for each fundraiser event to the Treasurer or Co-Treasurer within 14 days of the event’s close. |  |  |
| Performs such duties as may be assigned by the Executive Team. |  |  |
| Assists in review of the Booster insurance policy on an annual basis. |  |  |
| Executive Assistant 1: |  |  |
| Assists the Vice President in all fundraising activities as needed. |  |  |
| Performs such duties assigned by the Executive Team. |  |  |
| Executive Assistant 2: |  |  |
| Assists the Vice President in all fundraising activities as needed. |  |  |
| Performs such duties assigned by the Executive Team. |  |  |
| Treasurer: |  |  |
| Maintains financial records including keeping a full and accurate record of all receipts and expenditures. |  |  |
| Retains custody of all funds of the Band Boosters. |  |  |
| Shall facilitate creation of an annual Band Booster budget. |  |  |
| Shall make disbursements as authorized by the President, Executive Team, or Band Boosters in accordance with the Budget approved and adopted by the membership. |  |  |
| Gives a statement of finances at all monthly Booster meetings. |  |  |
| Perform such duties as may be assigned by the President or the Executive Team. |  |  |
| Deposits all monies received from Booster organization activities within 7 business days of receipt, |  |  |
| Credits requests for transfers of funds from Booster members within 7 business days of receiving transfer request. |  |  |
| Reconciles balances with the Band Director on a monthly basis. |  |  |
| Credits all fundraising activities, based on the financial records for specific fundraising activities received from the Vice President, within 14 days of receipt of such records from the Vice President. |  |  |
| Reconciles student accounts on a monthly basis. |  |  |
| Coordinates marching band activity transactions with the middle school band director as needed. |  |  |
| Manages all correspondence with the bank and associated activities (MINIMUM REQUIREMENTS NEEDED). |  |  |
| Renews the organization’s nonprofit license for 501c3 status (Federal and State) annually. |  |  |
| Co-Treasurer: |  |  |
| Assists the Treasurer in completion of all assigned duties |  |  |
| Acts as an Auditor to ensure accuracy, timeliness, and compliance of all financial records in accordance with financial regulations and the Booster Organization By-Laws |  |  |
| Coordinates regular financial audits and McKenzie Arena fundraising audits with the Audit Team on a quarterly basis no later than the first month following the end of a quarter |  |  |
| Coordinates financial audits with the Audit Team within 30 days following the close of a fundraiser |  |  |
| Works with the Audit Team to keep a written step-by-step audit procedure updated annually |  |  |
| Serves as Treasurer at scheduled Booster meetings when the Treasurer is not able to attend. |  |  |
| Works closely with the Vice President and team chairs to ensure compliance of all financial activities associated with fundraising events, including preparation of all monies and documentation required for submission to the Treasurer |  |  |
| 1st Secretary: |  |  |
| Maintains a record of detailed minutes for all meetings of the Booster organization and the Executive Team meetings. |  |  |
| Distributes advance notification of all meeting schedules for the Executive Board and General Membership. |  |  |
| Updates Booster calendars used as reference for the general membership on a continual basis, including posting of the general membership Booster meeting schedule for the upcoming year no later than May of each year. |  |  |
| Submits the minutes of the previous Booster meeting for approval at each general member Booster meeting, and corrects previous meeting minutes, if needed. |  |  |
| Maintains a roster of membership with updated contact information. |  |  |
| Ensures physical and electronic copies of all attendance records, meeting minutes, Executive Board meeting minutes, emails, web site documentation, and historical records are stored in compliance with the designated physical and electronic locations approved by the Executive Team. |  |  |
| Performs duties assigned by the President or the Executive Team. |  |  |
| 2nd Secretary: |  |  |
| Assists the 1st Secretary in all as needed. |  |  |
| Performs such duties assigned by the Executive Team. |  |  |
| Works with the Executive Team and team chairs to ensure all documentation from each functional area is submitted in a timely fashion, using appropriate forms and templates, if available. |  |  |
| Audits the documentation of each position on a quarterly and intermittent basis to ensure sustained compliance according to the booster organization’s standards. |  |  |
| Maintains updated job descriptions for each office and team chair position. |  |  |
| Provides assistance and intervention, as needed to bring documentation requirements from all Booster positions into compliance with current standards and expectations. |  |  |
| Works with technology resources, as needed, to ensure compliance with Booster organization expectations. |  |  |
| Evaluates all processes and protocols throughout the Booster organization to identify opportunities to improve the overall organization and its efficiencies. |  |  |
| Maintains an updated inventory of key documentation for reference by the Booster organization, including, but not limited to: |  |  |
| Detailed inventory list of current uniforms and sundries |  |  |
| Current student population in marching band and auxiliary units |  |  |
| Student pipeline - forecast of future marching band and auxiliary unit membership |  |  |
| List of other current sources of funding |  |  |
| Copy of Band Director Band budget – current and historical |  |  |
| Copy of Band Booster Organization budget – current and historical |  |  |
| Booster by-laws |  |  |
| Description of the school and the community served (demographics, title I, et cetera) |  |  |
| How the band provides value to students and the surrounding community |  |  |
| Online databases of student records |  |  |
| Board Member at Large: |  |  |
| Performs such duties assigned by the Executive Team. |  |  |
| Director of Bands: |  |  |
| The Director of Bands shall serve on the Executive Team in an advisory capacity and will have no vote on booster finances or fundraising activities. |  |  |
| Shall provide the Booster organization with a copy of the Band budget for the current and upcoming school years to assist the booster organization in determining optimal ways to support the band with booster funds. |  |  |
| Shall provide the Booster organization with updated records of all student financial activities on a monthly basis, no later than the 15th day of the following month to assist the Booster organization with determining accurate student account balances for outstanding fees |  |  |
| Acknowledges failure to provide aforementioned financial records may result in delayed transfer of Booster funds to the LFO band for any outstanding activities for an unspecified period. |  |  |
| Ex-Officio President: |  |  |
| The immediate past President may serve on the Executive Team in an advisory capacity and will have no vote on Executive decisions. |  |  |