

Joliet West Band Boosters Board Officers & Committee Positions (5/21-5/22)

- **PRESIDENT:** He/she shall be the executive head of the organization with full power to enforce the Bylaws, and to act for the organization with the approval of the Executive Board. He/she shall preside at all meetings of the organization and shall appoint all committees as listed in the Bylaws.
- **VICE PRESIDENT:** In the absence of the President or in the event of his/her inability to act, the Vice President shall perform the duties of the President with the related powers of that office. The Vice President shall coordinate the fund-raising committees and perform such other duties as delegated by the President.
- **SECRETARY:** It shall be the duty of the Secretary to attend to all correspondence addressed to the organization and to send out all notices. The Secretary shall keep an accurate record in permanent form of all business transacted at meetings. A Secretary's report of the previous meeting's business will be presented at all regularly scheduled meetings of the organization. The Secretary will notify all Executive Board members of board meetings.
- **TREASURER:** The Treasurer shall be bonded for the faithful discharge of the duties of the office. The Treasurer shall receive and record all monies accruing to this organization and deposit it in an approved depository under the name of JOLIET WEST BAND BOOSTERS. The Treasurer shall pay out funds only as authorized by the budget of the organization or as approved by the Executive Board. Checks for all items over \$100.00 shall require two signatures of any two officers of the JOLIET WEST BAND BOOSTERS. A Treasurer's report will be presented at all regularly scheduled meetings. The Treasurer shall exhibit at all reasonable times the books of account and financial records to any officer of the corporation upon request. The Treasurer and Band Director will prepare a yearly budget to be presented to the Executive Board and approved by the organization. The Treasurer shall be responsible for the timely preparation of all tax statements and reports required by law. A time schedule and list of necessary reports will be given to the newly elected treasurer at the beginning of his or her tenure.

Committees

The President shall appoint (the following standing committees for the JOLIET WEST BAND BOOSTERS. The committees shall serve for the duration of the school year and shall report to the membership at its regular meetings.

- **Nominating Committee:** This committee shall consist of three members appointed by the organization at the regular meeting in Feb. - March. It shall be the duty of this committee to nominate candidates for the offices to be filled at the May meeting. The nominating committee shall report who these candidates are at the next regular meeting. Before the election at the May meeting, additional nominations from the floor shall be permitted.

- **Spaghetti Dinner Committee:** This committee shall be composed of at least two members. The duty of this committee is to oversee and organize all that encompasses the needs for this large fundraiser. Those on the committee should have some working knowledge of large fundraisers, especially those that involve food. There are several components that include the food end and whether a vendor will be used or if donations will be sought out for the event to be cooked by the Boosters. Also included is the organization of the Raffle which includes the baskets and big-ticket items. There is a spread sheet available with previous donors and how to contact them. The planning of the Spaghetti Dinner starts in the fall of the school year, is active over the winter break, and should end with a post fundraiser follow-up exit meeting to discuss the event and what changes might be good for the following year.
- **Band Camp Committee:** This committee helps to organize volunteers for the 2-week summer band camp. If needed they may help to find volunteers if the positions are not filled. They will call the volunteers that are signed up to remind them of their time slots and work to find replacements if someone becomes unavailable. When necessary, they will contact the Booster Board for any replacement supplies that are needed during the camp.
- **Auditing Committee:** This committee shall be composed of at least two members in good standing. The duties of the committee shall be to receive the Joliet West Band Booster bank statements on a quarterly basis and reconcile the bank accounts. The audit committee should trace the information from the bank reconciliation to the Treasurer's report and present its findings to the membership at a regularly scheduled meeting on a quarterly basis. Members of this committee will ensure IRS Form 1099s and donation letters go out by **January 31st** of each year. If necessary, this committee will provide assistance to the Treasurer in June of each year with tax preparation. This Committee shall serve as a second set of eyes to ensure documentation goes out in a timely manner.
- **Social Media Committee:** It shall be the duty of this committee to help the Booster Board to publicize all Band and Booster activities, and to place notices of meetings and all band events on the Joliet West Band Fans Facebook page. It shall also be the duty of this committee to maintain and routinely update the Facebook page and any other social media that may be added in the future.
- **Photographer/Historian:** It shall be the duty of the Photographer/Historian to keep a permanent record of all activities of the Band and Boosters in a current photo format. These photographic records shall be displayed and shared on the Joliet West band websites and approved social media.
- **Newsletter Committee:** It shall be the duty of this committee to publish a newsletter that will go out electronically to the band families and students. As of this writing the Newsletter will be published on an as needed basis, with more attention needed at the beginning of the school year. They will contact the Band Directors, Booster Board and Student Board for information to be put in the Newsletter.

- **Uniform Committee:** It shall be the duty of this committee to provide for the assignment, fitting, and collection of uniforms, and for the care and storage of the uniforms.
- **Chaperone Committee:** It shall be the duty of this committee to provide chaperones for off-site band functions as deemed necessary by the director. They will also make sure that the medical bags, clipboards, rosters and other necessary items are available for each bus, as needed.
- **Spirit Wear Committee:** It shall be the duty of this committee to help coordinate and design Spiritwear as well as assist the student groups with ordering for their sections.
- **Band Banquet Committee:** It shall be the duty of this committee to organize the end of the year Band Banquet. They will need to plan a theme and decorations for the tables, senior gifts, coordinate with the venue & bring in dessert.
- **Additional Committees:** The President shall have the right to appoint such other committees as may be deemed necessary.
- **Committee Chairpersons:** The President shall designate one member of each committee to be the Chairperson.

The President and Band Director shall be ex-officio members of all committees