

# Spartan Band Board Roles and Responsibilities

## President

- Preside at all of the Board and General Meetings
- Appoint all committees and be an ex-officio member of all committees
- Coordinate the work of all Officers and committees
- Only officer authorized to sign a contract on behalf of the corporation
- Be authorized to sign on bank account

## VP of Membership

- Chair any and all membership campaign drives
- Chair the nominating committee
- Preside at meetings in absence of the President
- Central point of contact for all forms distributed and collected at money day
- Establish the Band Directory
- Be authorized to sign on bank account

## VP of Uniforms

- Ensure the availability and maintenance of uniforms, uniform parts and accessories
- Coordinate fitting and cleaning of all uniforms
- Point of contact for ordering additional uniforms and accessories
- Be authorized to sign on bank accounts

## VP of Chaperones

- Be in charge of chaperones for marching and other band activities
- Create and maintain chaperon standards
- Insure that all band events have adequate chaperones present
- Coordinate completion of medical forms for each band student
- Be authorized to sign on bank account

## Lead Treasurer

- Have custody of all the funds of the Corporation
- Keep books of account and records, including bank statements, receipts, budget, invoices, paid receipts and canceled checks
- Make disbursements in accordance with the budget adopted by the membership
- Present a financial statement at board and general membership meetings
- File IRS tax returns annually
- File sales tax reports at intervals required by the State of Texas
- Be authorized to sign on the bank account

## Co-Treasurer

- Replace the Lead Treasurer should the office become vacated, until the next election
- Make and record deposits as directed by the Lead Treasurer
- Update student financial information in Charms
- Provide accounting for all self-funding and fund raising events
- Make available to the Lead Treasurer all information for the Lead Treasurer to prepare all monthly reports for the Corporation, Board and general meeting

## VP of Fundraising

- Recommend fundraising activities to the Board and General Membership
- Track monies due from students for consignment items sold
- Coordinate smooth operation of fundraising activities
- Be authorized to sign on bank account

## Secretary

- Record the minutes of all meetings of the Corporation
- Have a current copy of the bylaws
- Maintain a membership list
- Perform necessary Corporation correspondence
- Be authorized to sign on bank account

## Communications Coordinator

- Perform publicity functions for the Corporation
- Serve as Historian
- Establish and initiate a telephone tree when requested
- Establish and maintain a website

## Parliamentarian

- Advise President or duly appointed officer when Parliamentary procedures are in conflict with Robert's Rules of Order Newly Revised Edition
- Conduct elections

## Guard Coordinator

- Coordinate the activities for the seven Lakes Color and Winter Guards with the Board and Directors
  - Coordinate the purchase of fall and spring uniforms with the uniform Vice President and Treasurer to insure invoices are paid and sales taxes are collected when necessary
  - Assist the Directors with getting props and flags made for shows
  - Schedule chaperones for Winter Guard contests and trips
- Report to the Board and Boosters the activities of the Guard