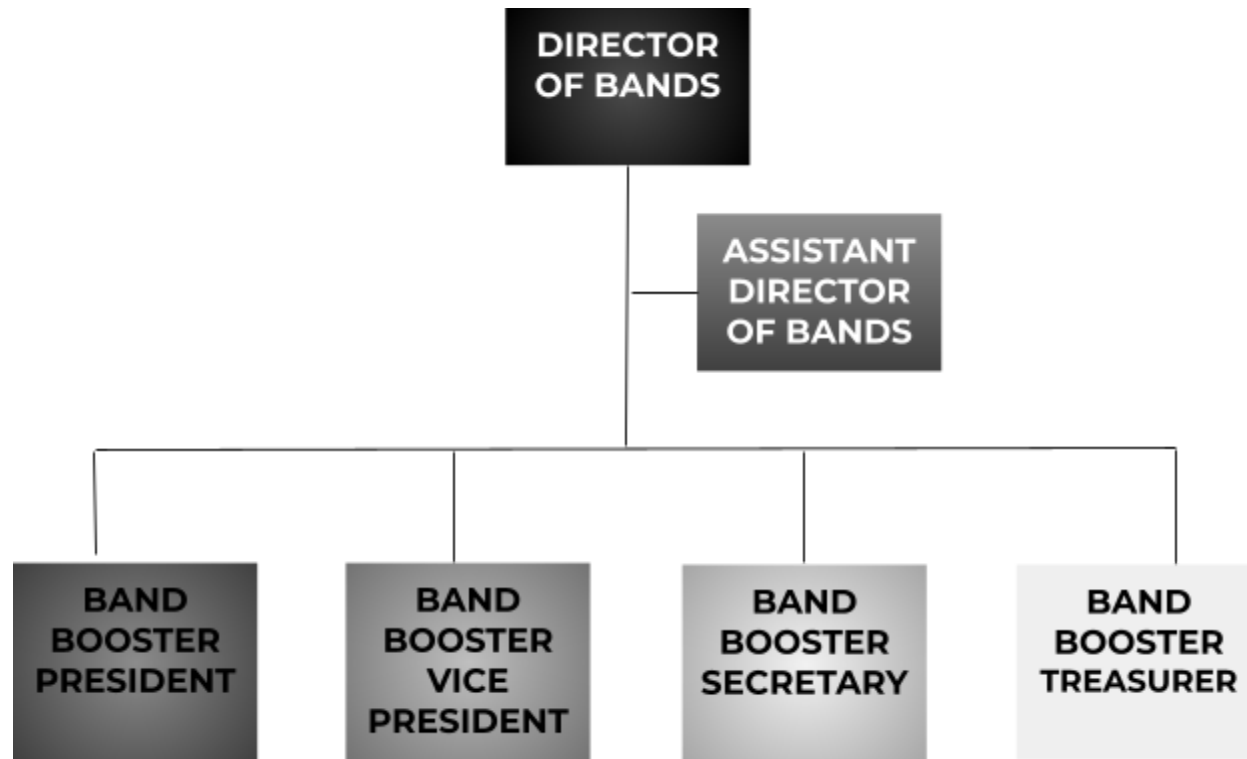


# OLA HIGH SCHOOL BAND BOOSTER EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES



Director of Bands	Assistant Director of Bands	Band Booster President	Band Booster Vice President	Band Booster Treasurer	Band Booster Secretary
<b>MIKE BEARDEN</b>	<b>JOSH SINGLETON</b>	<b>KERRI HELM</b>	<b>CHAD PAYNE</b>	<b>LAURA OSTERHOUT</b>	<b>NICOLE SMITH</b>
director@olahighschoolband.com	assistantdirector@olahighschoolband.com	boosterpresident@olahighschoolband.com	boostervp@olahighschoolband.com	treasurer@olahighschoolband.com	secretary@olahighschoolband.com
<ul style="list-style-type: none"> <li>Oversees all aspects of the high school band program</li> <li>Directs all high school band performances</li> <li>Organizes all band transportation and events</li> <li>Organizes and conducts all tryouts and auditions</li> <li>Oversees all scheduling and calendar events for the band program and band boosters</li> <li>Oversees and maintains all high school band and band booster inventory and storage of assets</li> <li>Organizes and oversees band program budget,</li> </ul>	<ul style="list-style-type: none"> <li>Assists with all aspects of the high school band program and band program</li> <li>Assists with all high school band performances</li> <li>Assist with all band transportation and events</li> <li>Assist with all tryouts and auditions</li> <li>Assist with scheduling and calendar events for the band program and band boosters</li> <li>Assist with mainting all high school band and band booster inventory and storage of assets</li> <li>Assist with program</li> </ul>	<ul style="list-style-type: none"> <li>Serves from April 1-March 31</li> <li>Preside at all meetings of the Boosters</li> <li>Shall see that all committees function efficiently</li> <li>Shall call for regular committee reports at every meeting</li> <li>Shall act as a liaison in close contact with the Director of Bands and Assistant Director</li> <li>In the event a committee chair or committee member cannot perform specified duties, he/she shall be in charge of finding suitable replacements or</li> </ul>	<ul style="list-style-type: none"> <li>Serves from April 1-March 31</li> <li>Preside at all meetings of the Boosters in the absence of the president</li> <li>Assist overseeing that all committees function efficiently</li> <li>Assist with collecting committee reports for every meeting</li> <li>Shall act as a liaison in close contact with the Director of Bands and Assistant Director in the absence of the President</li> <li>In the event a committee chair or committee member cannot perform specified duties,</li> </ul>	<ul style="list-style-type: none"> <li>Serves from April 1-March 31</li> <li>Keep accurate and detailed accounts in the Treasurer's permanent book of all money received and paid out</li> <li>Deposit all money in the bank approved by the Boosters.</li> <li>Pay by check and electronic on-line bill pay all bills approved by the Booster membership</li> <li>Preserve all vouchers, receipts, bank statements, and canceled checks</li> <li>Submit monthly bank statements with approved receipts to the</li> </ul>	<ul style="list-style-type: none"> <li>Serves from April 1-March 31</li> <li>Shall keep all general records of the boosters</li> <li>Record minutes of the Boosters executive and general meetings</li> <li>Record lists of officers, members</li> <li>Keep an accurate, updated address/phone list of the Booster's membership</li> <li>Assist overseeing that all committees function efficiently</li> <li>Assist with necessary business between general booster meetings</li> </ul>

<p>spending, and finance operations.</p> <ul style="list-style-type: none"> <li>● Plans and implements mission, vision, and operations of band program and band boosters</li> <li>● Oversees all adjunct instructional staff</li> <li>● Serves as liaison between the band boosters, band program, and the Ola High School administration</li> <li>● Maintains all school and county policies as they relate to band operations</li> <li>● Provide support and training to the Ola High School Executive Board, Committee Chairs, and the band booster membership</li> <li>● Ex-officio member of all committees</li> <li>● Serves as First</li> </ul>	<p>budget, spending, and finance operations.</p> <ul style="list-style-type: none"> <li>● Assist with mission, vision, and operations of band program and band boosters</li> <li>● Assist with all adjunct instructional staff</li> <li>● Ex-officio member of all committees</li> <li>● Serves as Second Vice President on the Ola High School Band Booster Board</li> </ul>	<p>doing the task themselves.</p> <ul style="list-style-type: none"> <li>● Shall oversee the operating budget for the Boosters and assure that the proposed budget is fund-raised and spent accordingly, in conjunction with the Director of Bands</li> <li>● To transact necessary business between general booster meetings</li> <li>● To transact necessary business as may be referred to it by the general membership</li> <li>● To create standing committees, and approve the specific work of such committees</li> <li>● To meet ahead of general Boosters meetings to</li> </ul>	<p>he/she shall be in charge of finding suitable replacements or doing the task themselves.</p> <ul style="list-style-type: none"> <li>● Assist with assuring that the proposed budget is fund-raised and spent accordingly, in conjunction with the Director of Bands</li> <li>● Assist with necessary business between general booster meetings</li> <li>● Assist with necessary business as may be referred to it by the general membership</li> <li>● Assist with standing committees, and approve the specific work of such committees</li> <li>● To meet ahead of general Boosters</li> </ul>	<p>school bookkeeper</p> <ul style="list-style-type: none"> <li>● Submit annually all financial records, pertinent to the treasure of the Boosters for yearly audit, if deemed necessary by the school bookkeeper</li> <li>● Shall sign all checks from the treasure of the Boosters, in accordance with the policies of the Booster's bank</li> <li>● Assist overseeing that all committees function efficiently</li> <li>● Assist with necessary business between general booster meetings</li> <li>● Assist with necessary business as may be referred to it by the general membership</li> </ul>	<ul style="list-style-type: none"> <li>● Assist with necessary business as may be referred to it by the general membership</li> <li>● Assist with standing committees, and approve the specific work of such committees</li> <li>● To meet ahead of general Boosters meetings to create and approve agendas for membership meeting</li> <li>● To assist in trip planning and preparations when deemed necessary by the band directors</li> </ul>
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<p>Vlce President on the Ola High School Band Booster Board</p>		<p>create and approve agendas for membership meeting</p> <ul style="list-style-type: none"><li>• To assist in trip planning and preparations when deemed necessary by the band directors</li></ul>	<p>meetings to create and approve agendas for membership meeting</p> <ul style="list-style-type: none"><li>• To assist in trip planning and preparations when deemed necessary by the band directors</li></ul>	<ul style="list-style-type: none"><li>• Assist with standing committees, and approve the specific work of such committees</li><li>• To meet ahead of general Boosters meetings to create and approve agendas for membership meeting</li><li>• To assist in trip planning and preparations when deemed necessary by the band directors</li></ul>	
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