



DANIEL COOK, MUSIC DIRECTOR

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CONCERT ENSEMBLES • MARCHING BAND • JAZZ ENSEMBLES • CHOIR • MARIACHI • DRUMLINE • COLOR GUARD

2019-20 Music Booster Executive Board Positions

President

- Shall attend all meetings of the Association and preside as the Chair of the Board of Directors.
- Shall be a member ex officio of all committees with the exception of the nominating committees
- Shall appoint all chairpersons of standing and special committees — subject to approval of the Board.
 - The following Committee Chairs shall report to the President:
 - Events Coordinator
 - Food Committee
 - Transportation Coordinator
 - Volunteer Coordinator
- Shall act as liaison between the Music Director(s) and the Association
- Shall oversee the annual budgeting process and ensure that the approved budget is provided to members of the Board and to all members of the Association.
- Shall co-sign checks with the Treasurer and/or the Vice President, except when checks are made payable to the President or his/her spouse. The President shall not sign a check without reviewing and initialing the supportive invoice and/or receipt.
- Shall be responsible for all official Association correspondence and for checking and answering the general Boosters Association emails.
- Shall have access to the P.O. Box and keys in conjunction with the Assistant Treasurer.
- Shall be responsible for the general administration and coordination of the overall Association's activities.
- Shall create the agendas for the BOD meetings.

Vice President

- Shall act as aide to the President
- Shall, in the absence of the President, perform the duties of the President and shall co-sign checks in situations where the President or Treasurer are unable to do so. The Vice President shall not sign a check without first reviewing and initializing the supportive invoice and/or receipt, nor shall the Vice President co-sign a check made payable to the spouse or self
- Shall be responsible for keeping a maintenance log for all transportation equipment.
- Shall be responsible for keeping an updated list of all musical equipment and instruments
- Shall organize and participate on the by-law revision committee (bi-annually)

Section 3: Secretary

- Is responsible for maintaining a copy of the Articles of Incorporation, Bylaws, and Minutes.
- Shall keep an accurate record of the proceedings of all meetings of the BOD and will submit the official minutes to the President to review within one week from the date of the meeting.
- Shall present the minutes of the previous meeting to the Board for approval at the subsequent meeting.
- Shall be prepared to present and refer to minutes of previous meeting.
- Shall prepare a list of unfinished business items for the President to add to the next agenda.
- Shall have the following on hand for reference at each Board meeting: a copy of the Articles of Association and By-Laws, minutes of the previous meetings, and a list of all standing committees.
- Shall conduct all necessary, non-financial, correspondence of the Association or will ensure that the appropriate Association member is made aware of any specific need for correspondence.
- Shall be responsible for transcription and duplication of all notices relating to the Association.
- Minutes taken during the previous monthly meeting will be given to the Board Members and the Music Director(s) at least one week prior to the next scheduled Association meeting.
- Shall make the approved minutes and records available on the website and upon request.
- Shall be responsible for managing the flow of information from the Board to the general membership.
- Shall attend all general and executive board meetings.

Treasurer

- Shall work with and oversee the Assistant Treasurer position which includes initial and ongoing training of the Assistant Treasurer.
- Shall attend all General and Executive Board meetings.
- Shall prepare and present monthly financial statements to the Executive Board 72 hours prior to each General meeting.
- Shall prepare and present the monthly financial statements at every general Board meeting and at other times when requested by the Association. Including a list of all checks written and deposits made.
- Shall maintain the original Articles of Incorporation.
- Shall prepare a quarterly budget presentation to the Executive Board to review the overall status of the current budget for the fiscal year while forecasting and presenting to the Executive Board requests for unforeseen budget expenditures for the remainder of the fiscal year.
- Shall prepare mid-year contribution/donation letters to be sent out to all families of the Music Programs.
- Shall maintain all funds with a local bank in the name of the organization, with signature authority requiring two (2) signatures — one of which must be the signature of the Treasurer and the other the President or Vice-President.
- Shall keep a detailed record of income and expenditures, maintained in accordance with generally accepted accounting principles applied on a consistent basis.

- Shall oversee all monies distributed by the Association
- Shall pay all bills authorized in advance by the Board or the Association
- Shall ensure disbursements are authorized prior to purchase or will seek proper authorization before making payments.
- Shall co-sign checks, but shall never co-sign a check to spouse or self.
- Shall not sign a check without first reviewing the supporting invoice and/or receipt and budget authorization
- Shall keep an accurate accounting record of receipts and disbursements
- Shall ensure that a monthly bank account reconciliation is performed and that all deposits and checks written are verified and approved by the Association.
- Shall maintain records of donations and contributions made by families of students solely for tax receipt and donation purposes, funds raised through fundraising activities, and donations received from local businesses or others not directly associated with the Music Program and shall provide tax receipts upon request.
- Shall prepare year-end and mid-year donation letters (for tax purposes).
- Shall ensure the appropriate tax documents are filed.
 - Filings include Federal (IRS 990 series), California State (Form 199), California Attorney General, Registry of Charitable Trusts (RRF-1) and California Secretary of State, Statement of Information (SI-100). This may include said forms being posted to the website after completed.
- Shall be responsible for coordinating the annual financial review (audit)
 - An annual audit shall be conducted by at least one individual appointed by the President. The audit shall be performed after the end of each fiscal year and findings reported at the subsequent September General Membership Meeting. An independent accountant may be employed at the discretion of the Board, or if required by State or Federal statute.
- Shall present a written end-of-year annual statement for the previous fiscal year to the Executive Board at the August quarterly meeting and upon approval, shall present the same presentation at the September General Board meeting.

Assistant Treasurer

- Shall work with and will receive initial and ongoing training by the Treasurer.
- Shall attend all General and Executive Board meetings.
- May present the monthly financial statements at the General meeting(s) if the Treasurer cannot.
- Shall make a complete record of all checks for the Treasurer before depositing.
- Shall make deposits for the Association within four (4) business days upon receipt of such deposit(s).
- Shall coordinate with Treasurer to prepare start-up cash (cash boxes) for events and fundraisers.
- Shall assist with preparing year-end and mid-year donation letters (for tax purposes) upon request.
- May have signature authority with the Association's local bank and an additional signee is allowed in addition to the Treasurer, President and Vice-President.
- May be asked to co-sign checks, but shall never co-sign a check to spouse or self.
- Shall not sign a check without first reviewing the supporting invoice and/or receipt and budget authorization.
- May assist the Treasurer with coordinating the annual financial review (audit).

- An annual audit shall be conducted by at least one individual appointed by the President. The audit shall be performed after the end of each fiscal year and findings reported at the subsequent September General Membership Meeting. An independent accountant may be employed at the discretion of the Board, or if required by State or Federal statute.
- May assist the Treasurer with presenting a written end-of-year annual statement for the previous fiscal year to the Executive Board at the August quarterly meeting and upon approval, shall present the same presentation at the September General Board meeting.

Parliamentarian

- Shall oversee Board Nominations and the nominations process.
- Chairs the Nominating Committee (ideally 2-3 members)
- Shall advise and ensure the the President follows proper parliamentary procedures at all BOD general and Executive meetings (regarding Roberts Rules, Elections, the nomination process, etc.)
- Nominating Committee members will be established prior to the March monthly meeting (presents the names to the BOD)
- Assists the President with overseeing the BOD Elections that are held during the May general meeting.
- Shall coordinate marketing communications with the Marketing Director to post a description of BOD Elected positions and contact information for the Nominating Committee on the website and via digital newsletter, etc. 2nd week of March until the April general meeting.
- Between the April and May general meetings, interested candidates will need to contact the BOD President directly.
- Oversees, reviews and vets the candidates for the elected positions and brings forth a single nomination recommendation per each elected position to the BOD at the April general meeting.
- Additional nominations from the floor can be made during the May BOD meeting prior to the vote
- The nomination committee shall keep all information disclosed and discussed as confidential.

Director of Fundraising

- Chair of the Fundraising Committee
- Shall Oversee all Fundraising Activities approved by the BOD
- Monthly Fundraising Committee Meetings
- Provides Monthly report to the BOD and President
- Assists with developing the fundraising budget for the following year
- Oversees the Fundraising Calendar and provides updates to the quarterly Executive BOD meetings
- Coordinates with the Treasurer regarding money collected and the disbursements there of.

Director of Communications

- Chair of the Communications and Marketing Committee
- Shall attend all of the Executive and General BOD meetings
- Shall Oversee the Music Boosters' website
- Shall conduct monthly Communications and Marketing Committee Meetings
- Provides a monthly report to the BOD and President
- Assists with developing the Website and Communications and Marketing budget for the following year
- Oversees the coordination of photography, videography, production of both digital and print marketing materials, the weekly E-newsletter, updates to the online calendar, and archiving the aforementioned.

Section 9: Director of Volunteers and Logistics

- Reports directly to the BOD President
- Shall attend all of the Executive and General BOD meetings
- Oversees the Transportation Committee, the Uniforms Committee, the Props and Equipment Committee, the Ensemble Liaisons, and the Food Committee
- Works closely with the Fundraising Committees
- Provides a monthly report to the BOD and President
- Assists with developing the following year's budget for Transportation, Uniforms, and Food.