



2010-2011 SPARTAN BAND & COLOR GUARD BOARD Expression of Interest Form

www.slhsband.org

Name: _____

Telephone #(s): _____

E-mail: _____

I am interested in serving in the following positions (o.k. to indicate an interest in more than one position):

____ President*

____ Treasurer

____ Membership Vice President

____ Secretary

____ Uniform Vice President

____ Communications Coordinator

____ Chaperone Vice President

____ Parliamentarian

____ Fundraising Vice President

____ Color Guard Coordinator

** Only past Board members are eligible to run for the office of President*

Responses can be dropped off in the Band Hall safe or e-mailed to
vpmembership@slhsband.org

Or, if you have any questions, please call:

Ben Bosco, co-VP/Membership 713.480.6160

Daniel Bishop, co-VP/Membership 832.654.3225

We encourage co-positions on many of the above positions

NOTE: The deadline for submitting an Expression of Interest form is Monday, March 1, 2010



Spartan Band/Guard 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 meeting 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 account

VP of Chaperones

- Be in charge of chaperones for marching and other band activities
- Create and maintain chaperone 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 the 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