

# **Seven Lakes High School Choir Booster Club**

## **Executive Board Positions and Job Descriptions**

### **March 2010**

#### **President**

The President shall preside at all general or executive meetings. The President will ensure that the constitution and policies of the organization are carried out. The President shall oversee the appointment of all committees, perform the duties normally associated with this office and requested by the director, and act as a representative of the organization at public and private functions.

#### **VP Membership**

The Vice President of Membership shall assume the duties of the President at any time the President is unable to attend to the duties of the office.

Primary responsibilities of this position are:

- Sign up booster club members and maintain current membership records
- arrange for chaperones throughout the year
- compile a Seven Lakes Choir Directory if the director chooses to do one.

#### **VP Fundraising**

The Vice President of Fundraising will organize and oversee all fundraisers for the choir, with the director's approval.

Primary responsibilities of this position include:

- help plan and oversee fundraisers for the Seven Lakes Choir Booster Club, such as Singing Valentines and Sadie Hawkins Dance
- plan and oversee trip fundraisers such as product sales and car washes

#### **VP Programs/Hospitality**

The Vice President of Programs/Hospitality will chair the hospitality committee by planning and coordinating all social functions with the director.

Primary Responsibilities of this position are:

- arrange for decorations and meals required for hosting of Region choir events such as Pre-Area auditions
- coordinate supplies and set-up for Coffee House in Fall and Spring
- work with the Choir Council if needed to plan student social events

#### **Treasurer**

The Treasurer shall have the care and custody of and be responsible for all funds, securities, valuable papers, and the financial records of the organization. The Treasurer shall maintain the appropriate books and records of the organization. The Treasurer shall make a financial report periodically, including an end of the year full financial report.

Primary responsibilities are:

- empty the choir safe on a regular basis
- post all payments to student accounts on Charms
- keep financial records and report to the Booster Club periodically

### **Secretary**

The Secretary shall prepare and maintain minutes of all meetings of the membership and the Executive Board, give advance notice of all meetings of the membership, conduct the correspondence of the organization, communicate important information to membership and maintain files therein.

Primary responsibilities include:

- taking minutes at all Board meetings
- sending out notification of Booster Club meetings
- maintaining files of all Booster Club business

### **Publicity/Webpage**

The Publicity/Webpage Chairperson shall be in charge of advertising choir programs, photographing choir events, issuing news releases to local newspapers, choir parent newsletters or updates on website when necessary, and forming a committee to assist when needed. This officer is responsible for promoting a positive image of the Seven Lakes Choir program to the public, using photographs when at all possible.

Primary responsibilities are:

- ensure that the website is kept up to date with information about events and deadlines
- take photographs or assign someone to take photographs at all choir events
- publicity for events through school news and local newspapers

### **Past President**

The Past President shall be a member of the Executive Board for advice and direction when needed.