

BOARD POSITION AND DUTIES

PRESIDENT

Lead month Booster Meetings
Lead Booster Officer Meetings
Coordinate the Ben Davis Invitational
Coordinate the ISSMA Semi-State Contact
Co-Signor on Booster checking account
Assist Treasurer with reports to IRS
Act as fundraising liaison

VICE-PRESIDENT 1 (2 POSITIONS)

VICE-PRESIDENT 1 (OUTSIDE FUNDRAISING)

Attends all meetings at IMS for trash pick-up and gift shops
Attends all meetings at ORP parkings, ticket taking and other duties
Attends all meetings at State Fair parking
Gray Brothers Pie fundraising

Sends all payout information relating to events to Treasurer for student transfers

VICE-PRESIDENT 1 (OUTSIDE FUNDRAISING)

Reaches out to local restaurants for fundraising (dining for dollars)
Coordinates and sets up Centerplate and Levy Events
Sends all payout information relating to events to Treasurer for student transfers

VICE-PRESIDENT 2 (2 POSITIONS)

VICE-PRESIDENT 2

Coordinate all work done at St. Christopher's Church
Coordinate Craft Fair Event
Sends all payout information relating to events to Treasurer for student transfers
Work with Band Director on advertising

VICE-PRESIDENT 2

Coordinate Concessions Stands at:

- Ben Davis Invitational
- Semi-State
- Craft Show
- Solo & Ensemble Contest
- Ben Davis Percussion Invitational

SCRIP Coordinator

Laundry Soap fundraising coordinator

Pizza making fundraising coordinator

Sends all payout information relating to events to Treasurer for student transfers

****ALL POSITIONS****

Work at major events, ex., Invitational, Semi-State, Craft Fair, Winter Percussion, Winter Guard, Solo & Ensemble
Share responsibilities for special events, ex., State celebration, Senior Night, Band Banquet
Support and encourage the band/guard students and the band program.

BOARD POSITION AND DUTIES

SECRETARY

Take minutes of monthly Booster Officer meetings and any special meetings
Take minutes of monthly Booster meetings
Provide an agenda and attendance sheet for meetings
Keep record of minutes
Email minutes to Ben Davis webmaster to post on Band Booster Page
Keeps the board up-to-date on upcoming events

TREASURER

Write all checks from the booster checking account
Keep up-to-date balance on checking account
Provide balance at boosters meetings
Keep yearly files at school for future boosters
Provide IRS with monthly statement
Work with CPA firm to complete federal and state taxes
Order change from bank for all special events
Make deposit of funds
Collects mail from the post office box
Collect all W-9 forms
Collect all receipts for payments
Count all monies collected for Ben Davis Invitational and Semi-State related to Concessions
Compile student transfer from all events through the boosters
Sent Band Booster Secretary Student transfer on the 1st and 15th of each month for credit of student accounts