

**Rock Canyon Band Boosters Incorporated  
Rock Canyon High School**

**ADDENDUM of Board Position Descriptions**

**VOTING BOARD POSITIONS:**

1. **PRESIDENT** - The President shall be responsible for convening and presiding over all Board and General Membership meetings. The President shall perform all other duties in keeping with the Office of President, including general supervision over all affairs, activities, committees, business and properties of the Organization. The President shall represent the Board and Organization to the School, School District, and other external organizations.
  
2. **VICE PRESIDENT/PROJECT MANAGER/DIRECTOR OF EVENTS** - The Vice President shall act as President in the absence of the President and support the President in all his duties. The Vice President shall help steward the balanced budget. This would include detailed reviews of all financial reports, and may include assisting the Finance Chairperson in creating the reports, or with other duties if requested. If deemed necessary by the board, the Vice President may also be asked to lead an audit of the financial records. The Vice President shall be responsible for planning and coordinating the ongoing calendar of events for the Organization in cooperation with the Band Director and Staff. Examples of such events include dinners, dances, the annual band banquet, or other celebrations.
  
3. **FINANCE CHAIRPERSON** - The Finance Chairperson shall be custodian of funds for the Organization. The Finance Chairperson shall maintain checking and savings accounts for the purpose of managing the Organization's funds. All income and expenses of the Organization shall be managed through these accounts. The Finance Chairperson shall keep full and detailed records of all financial transactions conducted through these accounts. The Finance Chairperson shall provide full and up-to-date financial reports as requested by the Board. A summary of the financial reports shall be made available at all General Membership meetings. The Finance Chairperson shall be responsible, with support from the Band Director, Staff and other officers, for the development of an annual budget for the Organization. The Finance Chairperson shall have the authority to make financial commitments associated with his / her area of responsibility within the boundaries of the budget as approved by the Board except as specifically directed otherwise by resolutions of the Board. The Finance Chairperson is also responsible for maintaining all student/family Individual Student Accounts (“ISA”) and delivering notices to families of their account status every other month and whenever requisitioned.

If requested by the Board, the Finance Chairperson shall provide the annual financial report and all supporting records to an independent financial auditor to be appointed by the Board. The Finance Chairperson shall have custody of documents pertaining to the Organization.

4. **SECRETARY/DIRECTOR OF COMMUNICATIONS** - The Director of Communications shall be responsible for planning and coordinating communication between the Board and the General Membership and for keeping minutes of all meetings of the Organization. The Director of Communications shall distribute minutes to the Board. The Director of Communications shall be responsible for planning and coordinating communication between the Organization and Local Media. The Director of Communications shall be responsible for maintaining a current database of student information and distribute this information as deemed appropriate by the Organization and the Band Director in accordance with school policy.
5. **DIRECTOR OF OPERATIONS** - The Director of Operations coordinates logistics and maintenance of RCHS band equipment, instrumentation, and band facilities. The Director of Operations also coordinates the design, building, and maintenance of props, onsite support during band events, and all logistics regarding transportation.
6. **COORDINATOR of VOLUNTEERS/CHAPERONES** - The Volunteer Coordinator shall be responsible for recruiting and coordinating all related requirements for volunteers, including chaperones for competitions, parades and all other events requiring local band travel but not overnight stay. The Volunteer Chairperson shall be responsible for maintaining a volunteer list. The Band Director will solicit and approve volunteers for trips that require overnight stay.
7. **FOOD CHAIRPERSON** - The Food Chairperson shall be responsible for coordinating or providing food to the students and staff at practices, competitions or other events when the Band Director determines a meal should be provided. The cost of all the food must be maintained within the designated budget.
8. **DIRECTOR OF FUNDRAISING** - The Director of Fundraising shall be responsible for planning and coordinating fundraising activities for the Organization. For each fundraiser, it must be made known to the General Membership how the profit earned will be distributed (general account, student account, etc.). All new fundraising ideas must be approved by the Board before making fundraising commitments for the Organization.

## **NON-VOTING BOARD POSITIONS**

1. **PIT CREW COORDINATOR** – The Pit Crew Coordinator shall be responsible for coordinating the volunteers necessary to provide support required by the Band to get props on and off the field / floor at competitions during the marching season, including the coordination of volunteers to load and unload trucks.
2. **COORDINATOR OF STUDENT ATTIRE** - The Coordinator of Student Attire shall be responsible for planning and coordinating all aspects of uniforms / costumes for marching band and symphonic/concert band. The Coordinator of Student Attire shall be responsible for inventorying, and working with the Band Director in ordering and coordinating the manufacture and maintenance of the Band's uniforms / costumes and associated accessories. The Coordinator of Student Attire is also responsible for coordinating uniform / costume cleaning, fitting and alterations, storage arrangements, and check-out and check-in
3. **SPIRIT WEAR CHAIRPERSON** – The Spirit Wear Chairperson shall be responsible for maintaining the spirit wear store on the RCHS bands website, for working with spirit wear vendors to design and produce t-shirts for the marching band show and other events as required.
4. **WEBMASTER** – The Webmaster shall be responsible for working with the Band Director to maintain the RCHS bands website and to make updates as required.
5. **COLOR GUARD LIAISON** - The Color Guard Liaison shall be responsible for assisting the Band Director/Coach of the Guard in planning and coordinating all aspects of the Color Guard and Winter Guard programs or those in which the Band Director/Coach needs assistance.
6. **PERCUSSION LIAISON** - The Percussion Liaison shall be responsible for assisting the Band Director/coach of the Percussion in planning and coordinating all aspects of the Winter Percussion program or those in which the Band Director/Coach needs assistance.
7. **JAZZ BAND LIAISON** – The Jazz Band Liaison shall be responsible for working with the Band Director to communicate jazz band activities and any needs of the jazz band to the Board. The Jazz Band Liaison may also be involved in helping to coordinate with the board for needs and logistics for Jazz Band competitions and special events.
8. **SYMPHONIC BAND LIAISON** – The Symphonic Band Liaison shall be responsible for working with the Band Director to communicate symphonic band activities and any needs of the symphonic band to the Board. The Symphonic Band Liaison may also be involved in helping to coordinate with the board for needs and logistics for Symphonic Band competitions and special events.

9. CONCERT BAND LIAISON - The Concert Band Liaison shall be responsible for working with the Band Director to communicate concert band activities and any needs of the concert band to the Board. The Concert Band Liaison may also be involved in helping to coordinate with the board for needs and logistics for Concert Band competitions and special events.