



Spotsylvania High School Marching Band Boosters Association

Consent to Serve 2019-2020

I, _____ (Print Name), will be the parent or legal guardian of an active member of the SHS Band Activities during the 2019-2020 school season. I am willing to have my name placed in nomination for the office of:

Executive Officers (check all that you are interested in)

- President Secretary Treasurer Director of Student Affairs
- Vice-President of Fundraising Assistant Vice-President of Fundraising
- Concession Director

If elected, it is my intent to serve SHSMBBA and fulfill the requirements for my office to the best of my ability.

Name: _____

Address: _____

Phone # Home _____ Cell _____

Email: _____

Candidates should be familiar with the bylaws governing the association. The bylaws can be found on www.spotsyhighbands.com. Basic officer duties are listed on the back of this form.

By sending this form as an e-mail attachment, with your personal information included, you consent to serve as if you had signed the form personally.

Return form to the Nominating Committee:

nomination-committee@spotsybandboosters.org

I am willing to help, but not in an officer capacity, Name: _____

Executive Officer Duties as outlined in the SHSMBBA Bylaws, dated June 2018

The **President** shall preside at all the meeting of the Association as Parliamentarian, nominate all non-executive Board Members and Committee Chairpersons except as noted elsewhere, and shall be an ex officio member of all committees except the Nominating Committee. The President shall also perform all other duties usually pertaining to the office.

The **Vice-President** shall assume all duties of the President in his/her absence, and shall have overall responsibility for directing all fundraising activities. The Vice-President shall also perform all other duties usually pertaining to the office.

The **Assistant Vice-President** shall assume all duties of the Vice President in his/her absence, and shall head the fundraising committee and oversee and assist the Vice President equally in directing all fundraising activities.

The **Secretary** shall keep the records and minutes of all meetings and will work with other members of the executive offices and attend to correspondence for the Association. Copies of all minutes of meetings shall be distributed to the President, Vice-President, Treasurer, and Band Director. The minutes of each booster meetings will be sent to each parent's email for reading. The minutes of each meeting WILL NOT be read at the next month's booster's meeting. The board meeting minutes WILL NOT be read at the booster's meeting each month. The Secretary shall ensure attendance at the Association's general meetings is recorded by having members sign attendance roster.

The **Treasurer** shall manage all monies, pay bills, complete and file all necessary financial records and forms. The Treasurer shall maintain all student accounts. The President shall be authorized to perform these duties in the absence of both the Treasurer and Assistant Treasurer. The treasurer shall also perform all other duties usually pertaining to the office.

The **Director of Student Affairs** shall provide the Executive Board and Band Director with a copy of each member's name, address, phone number and email address. Student affairs shall work with the Secretary in the creation of member lists to include; members contact lists, chaperone lists, instrumentation lists, and health records for all active band members. Student affairs shall also be responsible for the maintenance and distribution of all band uniforms. The Student Affairs office is responsible for coordinating food, snacks, and refreshments for all band activities and for the delegation of duties for each event. Events include (but are not limited to):

a. Band camp, b. Special events, c. Senior Night, d. Band Banquet, e. All Band Trips, f. Football Games

Concessions Director is responsible for all duties and responsibilities pertaining to providing concessions for invitational, and special events. These duties include, but are not limited to: ordering and picking up food for concessions, set up and take down of equipment. The Concessions Director's primary role is that of a manager; responsible for the delegation and oversight of concessions activities. In the event that concessions are under staffed for a particular activity, the director shall fill any position as necessary.