

Huntsville Band Booster Club, Inc.

Officer Duties

President

- Prepare the agenda for business meetings.
- Serve as the representative of the organization.
- Liaison between the Organization and the Band Directors.
- Schedule Photographer for Group Photo taken at end of Summer Band
- Select Internal Audit Committee.
- Check post office box - has key.
- Check lock drop box - has key.
- Co-signer on the checking account.
- Ensure that the appropriate members of the Executive Committee are on the checking account signature card.
- Has possession of checkbook and provides receipts and check information to Treasurer. Any reimbursements for expenditures from NON Vendors must be accompanied by an Expense Reimbursement Form.
- Coordinate Banquet
- Coordinate Judges Meal for All Region Auditions
- Write checks for bills, private lessons, etc.
- Coordinate and reconcile with Band Directors for amounts due to Private Lesson Teachers.
- Make deposits and provide documentation to Treasurer - has deposit slips and deposit stamp.
- Order checks, deposit slips and receipt books as needed.
- Write receipts for all funds received
- See information below regarding COLLECTING MONEY.

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Officer Duties

Vice President

- Assist the President in overseeing the functioning of the Standing Committees.
- Co-signer on the checking account.
- Work closely with the President and Treasurer in keeping Checks and Balances.
- Present fundraising options to Committee and band director for concurrence/approval
- Coordinate fundraisers.
- Assist the Chairperson of Merchandise with the Band Store.
- Check lock drop box - has key.
- Write checks if President is unable.
- Make deposits and provide documentation to Treasurer- has deposit slips and deposit stamp.
- Other duties assigned by the President
- Write receipts for all funds received.
- See information below regarding COLLECTING MONEY.

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Officer Duties

Secretary

- Take minutes at the business meeting of the organization.
- Serve as the organization's official correspondent.
- Keep all organizational records.
- Distribute proposed amendments to bylaws per bylaws.
- Arrange for minutes and bylaws to be uploaded to website and distributed to members.
- Track volunteer hours.
- Post scheduled meetings to Best Bets in newspaper, remind101, and band director one (1) week prior to meeting date.
- Other duties assigned by the President.
- See information below regarding COLLECTING MONEY.

Huntsville Band Booster Club, Inc.

Officer Duties

Treasurer

- Record all financial and student records to Charms & QuickBooks.
- Handle the transactions of all financial accounts of the organization.
- Report on the financial activity and health of the organization at each business meeting.
- Work with the Vice President and Chairperson of Merchandise in ordering merchandise and coordinating the Band Store.
- Send student Charms statements via email a minimum of twice per school year in December and May.
- Facilitate collection of past due student accounts.
- Coordinate with CPA to file Form 990 and 1099 and any other required state or federal reports.
- Prepare records for internal audit.
- Other duties assigned by the President.

The Treasurer is responsible for all the accounting, reconciling, posting, and financial records of the Club. To prevent any conflict of interest, the Treasurer will refrain from handling money and writing checks. Using the features First National Bank offers, notifications can be set up to email when transactions occur, the account is accessible to whomever has the password information. Reconciliations are now being done between Charms and QuickBooks. According to the bylaws, the Treasurer will be given access to all checking and savings accounts.

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Officer Duties

Chairman of Chaperones

- Coordinate chaperones for all Chaperoned High School events.
- Work with the Chairman of Food and Beverages during Marching Season to coordinate the student game meals.
- Prepare and stock medical bags.
- Prepare medical release books.
- Ensure volunteer background checks have cleared.
- Assign volunteers for pluming and bell covers
- Coordinate Medical Person and Metronome volunteer with Band Director.
- Coordinate the washing of towels.
- Other duties assigned by the President.
- See information below regarding COLLECTING MONEY.

Huntsville Band Booster Club, Inc.

Officer Duties

Chairman of Concessions

- Coordinate the operations of all concessions at high school events.
- Coordinate with Spectrum or SHSU Concession Vendor to man concession stands.
- Deposit Concession earnings and/or tip money (must be counted by another person before leaving Concession Area. This person will text/email the amount to Treasurer to ensure accountability of funds. In the event money CANNOT be counted, all money will be placed in locked bank money bag or with Chairman of Concessions retaining bag and another person retaining key until such time as money can be counted with both persons together.
- Control of lockable bank money bag and night deposit key.
- Coordinate with Officer having bank account signatory authority for retrieval of lockable bank money bag when retained by bank.
- Order and obtain any supplies used in Concessions and coordinate payment of vendor with President.
- Ensure volunteer background checks have cleared.
- Coordinate volunteers to work Concessions (Chairman of Chaperones will have priority for volunteers).
- Post concession earnings to student accounts in Charms.
- Maintain spreadsheets to document earning distributions, and provide spreadsheets to Treasurer.
- Other duties assigned by the President.
- See information below regarding COLLECTING MONEY.

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Officer Duties

Chairman of Uniforms

- Coordinate uniform check-in/check-out, repairs.
- Coordinate with chairman of merchandising to order shoe sizes.
- Coordinate with chairman of merchandising to order student shoes.
- Verify background checks are passed by parent uniform volunteers.
- Coordinate purchases of uniform stock with band director.
- Enter uniform inventory changes/assignments via Charms.
- Coordinate uniform crew for work hours.
- Coordinate with dry cleaners when uniform cleaning is scheduled.
- Coordinate cleaning and repair/replacement of plumes, bell covers, and gloves.
- Other duties assigned by the President.
- See information below regarding COLLECTING MONEY.

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Officer Duties

Chairman of Food and Beverages

- Coordinate with the President and/or Vice President in organizing and obtaining food and beverages for summer band. Will also purchase any "game foods" used for summer band.
- Solicit bids and pre-game meal options from local vendors and present to board and/or band directors.
- Prepare spreadsheets for food distribution.
- Coordinate volunteers for pre-game food pickup.
- Organize and coordinate volunteers to distribute pre-game meals to students during marching season.
- Organize water/sports drinks for games.
- Coordinate and obtain snacks/food/beverages for trips, contests, games, etc.
- Coordinate Christmas Concert - punch and cookies
- Coordinate with Treasurer for prior years' quantities and suppliers.
- Coordinate payment of vendors with President.
- Co-signer on checks.
- Other duties assigned by the President.
- See information below regarding COLLECTING MONEY.

Huntsville Band Booster Club, Inc.

Officer Duties

Chairman of Merchandise

- Coordinate with the President, Vice President and/or Treasurer in ordering of merchandise.
- Coordinate with President and/or Treasurer to order forms for Freshman Orders and Band Store.
- Inventory Summer Band Game supplies, coordinate with Band Director and purchase supplies as needed.
- Coordinate Band Store Night.
- Reconcile payments made during Band Store Night - clerks at each table will provide a total of their till which will be sent to the Treasurer along with documentation of deposit.
- Coordinate with Treasurer for procedures to document transactions during Band Store Night.
- Furnish list of student meal purchases for marching season to Chairman of Food and Beverage.
- Distribution of all merchandise - student must initial receipt of each item.
- Coordinate with Chairman of Uniforms for ordering marching shoes (sizers & student.)
- Coordinate payment of vendors with President.
- Inventory merchandise.
- Coordinate with Music and Arts to sell instrument supplies during Band Store Night.
- Make deposits and provide documentation to Treasurer - has deposit slips and deposit stamp.
- Other duties assigned by the President.
- Write receipts for all funds received.
- See information below regarding COLLECTING MONEY.

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Officer Duties

COLLECTING MONEY

At the beginning of the school year a supply of receipt books will be made available. The receipt numbers will be documented by the Treasurer.

In order to ensure that we are in compliance with IRS requirements, it is imperative that our records and files are complete. Please help your Treasurer by providing the following in a timely manner.

Please use the correct receipt book. We will use separate receipt books for:

- Band Fees, Merchandise, Trips – posted to Charms by Chairman of Merchandise & Treasurer
*must indicate on receipt what is being paid
- Fundraising – posted to Charms by Vice President

Write receipts for all funds received, must be written to the **student** as it will be posted to **their** account.

- Original goes to student/parent
- yellow copy goes to Treasurer
- pink (bottom) copy stays in receipt book

If you must void a receipt for any reason, write VOID across receipt, send original and yellow copy to Treasurer. Pink (bottom) copy stays in receipt book. Do not discard original, it must be attached to yellow copy.

If you are **NOT** responsible for DEPOSITING MONEY, you will text/email the total amount collected to the Treasurer. Money and any documentation used during collection will be turned over to **Officer in charge**. If no officer is available, place in lockbox. This provides a method of reconciliation.

If you **ARE** responsible for DEPOSITING MONEY, you will be provided forms and procedures by the Treasurer.

Any money received that is not documented by a written receipt must be counted by another person and that person texts/emails the amount to Treasurer.

DEPOSITING MONEY

Make sure each deposit consists of only **ONE** category:

- Category 1: Merchandise, band fees, trip fees
- Category 2: Fundraiser money
- Category 3: Donations
- Category 4: Concession funds

Please complete a “**HBBCI Deposit Form**” for each deposit made. The following must accompany each deposit:

- The bank validated yellow deposit slip
- copies of checks included in deposit
- copies of receipts written for money received
- spreadsheets if used

The more documentation provided the more accurate our recordkeeping will be.

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Officer Duties

Debit Card

If you use the debit card, write your name on the receipt and what you bought and what it was for.

Writing Checks

The Treasurer must be provided with a “**Check Request Form**” for **ALL** checks written. Each of these must clearly indicate:

- Payee - (check written to)
- Date of Check
- Amount of Check
- Check Number
- What the check was for, i.e. banquet, summer band,
- Your name for any questions that might arise.