

Westfield High School Choral Boosters, Inc.

Job Description

Executive Board

The Board of Directors shall consist of the principal officers, elected by the membership, and the Choral director.

The principal officers shall consist of a President, a Vice President, a Treasurer, and a Secretary.

Nomination and Election Procedures

A nominating committee shall be appointed by the Board at their meeting in April. Candidates for all principal offices will be presented at a general membership meeting in June and the election of such officers will take place at that meeting. Nominations for the Board of Directors may also be made from the floor at the

general membership meeting, providing the nominee is a Booster member in good standing, is present, and consents to the nomination. All new principal officers will assume their duties on July 1 and serve a one-year term.

PRESIDENT

Be the principal executive officer of the Choral Boosters with primary authority in all areas and, subject to the Board of Directors, shall supervise and control the management of the Choral Boosters in accordance with the Bylaws.

Recommend the Chairperson(s) for all committees for approval by the Board of Directors. Serve as ex-officio member of all committees, except the Nominations Committee.

Provide an agenda for each meeting with input from the Board of Directors. Preside at all membership meetings of the Boosters and the Board of Directors.

Act as liaison to the Westfield High School PTSA or any other organization representative of the Westfield High School faculty, administration, parents or students.

Coordinate the work of the officers and committees so that the objectives and goals of the Choral Boosters may be achieved.

Communicate any activities to the Board of Directors. Maintain good communication with Choral students and parents via CHARMS.

Prepare an agenda for Choir Night and preside over meeting, including coordination of information used in audio-visual presentations, handouts, etc.

DUTIES

Financial responsibilities include, but are not limited to: monitor all financial accounts; have signatory authority to any bank accounts; have the power to approve check requests and account transfers, with the consent of the Choral Director; and approve personal reimbursements.

Work with Executive Board and Choral Director to prepare an annual budget to be presented for approval by the Board of Directors prior to beginning of the budget's fiscal year (July 1 – June 30)

Serve as coordinator for a minimum of one fundraising activity.

Assist with planning, coordination of and execution of all festivals, performances and trips.

Assist Choral Director with update and maintenance of information stored in CHARMS. Maintain calendar of events, deadlines and activities.

Coordinate with Webmaster regarding updates and documents to be posted on Choral Department website.

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VICE-PRESIDENT

Be vested with the customary powers of the office of the President in the absence or inability of the President to act. This includes, but is not limited to: preside at membership meetings of the Boosters, and liaison to the Westfield High School PTSA or any other organization representative of the Westfield High School faculty, administration, parents or students.

Provide support to the Board of Directors in whatever manner is deemed necessary.

Act as secondary back up for Secretary in preparing minutes of all Board of Directors meetings and general membership meeting.

Serve as liaison to the Westfield High School Music Boosters Club and report any activities to the Board of Directors and Choral Director.

DUTIES

Financial responsibilities include, but are not limited to: have signatory authority to any bank accounts; verify each month all financial and bank balances of the Choral Boosters.

Maintain the list of Choral Booster memberships and update CHARMS.

Serve as coordinator for a minimum of one fundraising activity.

Serve as coordinator for the Scholarship Program. Recruit committee members, finalize all deadlines and materials, and oversee selection and announcement of recipient(s).

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TREASURER

DUTIES

Have custody of all funds, securities, and assets belonging to the Choral Boosters and shall receive, deposit, or disburse the same under the direction of the Board of Directors.

With the President and the Choral Director, prepare an annual budget to be presented for approval by the Board of Directors prior to the beginning of the budget's fiscal year *July 1 – June 30).

Have custody and power of signature of all funds of the organization. Have authority for payment of all obligations as set forth in the annual budget. Monitor that no check can be made "payable to" the person or persons signing the check. Make prompt payment of all Booster liabilities.

Provide the most recent bank statements and associated Choral Booster financial reports at each monthly Booster meeting and request that a non-signatory Board member review and sign the bank statement to verify that it matches the Choral Boosters financial records.

Establish all accounts as directed by the Board of Directors. Keep an accurate account of all receipts and disbursements, showing each activity separately.

Be responsible for filing all required reports with the Commonwealth of Virginia and the Internal Revenue Service.

Maintain financial section in CHARMS as it relates to budget, account ledgers, fundraisers, trip ledgers, etc.

Liaison with Westfield High School Music Booster Club Treasurer to receive periodic reports and checks from the Great Lakes Scrip Gift Card Program.

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SECRETARY

Have the primary responsibility for preparing and maintaining custody of minutes of all Board of Directors meetings and general membership meetings and for authenticating records of the Choral Boosters.

Provide copies of the minutes to the Board of Directors for approval before the next meeting. After minutes are approved, forward to Webmaster to post on the Choral Department website.

Prepare correspondence of the Boosters and to the Boosters as requested by the Board of Directors. Perform duties that customarily pertain to the office of Secretary.

DUTIES

Maintain an official record book with minutes, correspondence, Treasurer's reports, current Bylaws and amendments, and other documents at the request of the Board of Directors.

Provide notice of all meetings to the appropriate members via CHARMS.

Serve as coordinator for a minimum of one fundraising activity.