

Band Booster Association of West Bloomfield (BBAWB)

Board Positions

President

- Promote a positive and supportive environment for the band booster organization.
- Work closely with the band director on achieving positive educational goals for all band activities.
- Oversee all operations of BBAWB.
- Preside over and create agendas for all Association meetings.
- Lead board meetings and run BBAWB general meetings.
- Oversee and/or delegate all band booster activities.
- Oversee the coordination of booster activities with parents, students, band director and school administration.
- Be a liaison for the band program, band director and booster group.

Vice-President

- Assist the president with decision making regarding recruiting, fundraising, scheduling, budgets, school and band student issues, band director issues, and help with any committees.
- Lead, coordinate or create communications, flyers and advertisements as needed to support band and booster efforts.
- Stand in and assume the roles of the President in case of condition that may prevent the President from serving their duties.
- Attend board meetings and BBAWB meetings,

Primary Account Treasurer

- Keep track of all expenses and income and record in ledger--balance primary account monthly.
- Coordinate and issue checks for authorized expenditures with the Band Director and Board members.
- Work closely with Student Account Treasurer to ensure accurate accounting of Fund Raising Deposits
- Prepare annual income tax filings to maintain non-profit status.
- Attend board meetings and BBAWB meetings and report monthly on the financial state of the organization.
- Monitor and communicate performance to Budget.

Student Account Treasurer

- Keep track of all student account balances accounts.
- Credit individual student accounts with appropriate portion of income earned from Kroger/Meijer and Grocery Scrips Monthly, and any other fund raisers will be on a monthly basis/per event basis. (50/50 split or a 75/25 split as appropriate).

- Work closely with Primary Account treasurer to ensure accurate accounting of fund raising deposits.
- Coordinate debit of and transfer of funds from Student Accounts to General Account or issue check(s) for authorized expenses.
- Subcommittee Chairs directly reporting:
 - Fundraising Chairperson
 - GLS Scrip Chairperson
- Attend board meetings and BBAWB meetings.
- Report student account balances quarterly.

Secretary

- Record minutes of the board and monthly meetings.
- Maintain e-mail and contact information on all band families.
- Send out e-mail notices for meetings and important events.
- Assist with any communication needed for board or committees.
- Coordinate mailing communications to middle school band students & parents.
- Coordinate with other board members for communication to Channel 19 and other school and district publication sources about Band activities and accomplishments.
- Maintain official versions of pertinent booster documents (e.g. Band Handbook)