

Music Booster Positions

More than one position can be filled by the same person (if needed)

Director: Board Member. Music Teacher that runs the meetings, plans agenda, performances, events, and is the main line of communication between students and parents. Approves purchases along with other board members. **Required to attend meetings.** Updates website.

President: Board Member. Plans meeting agenda with Director, oversees and coordinates with all other positions on the board, fills in for missing positions. Approves purchases along with other board members. **Required to attend meetings.** Updates website.

Vice President: Board Member. Works directly with the President and Director to ensure everything is running smoothly and all positions are filled. Approves purchases along with other board members. **Required to attend meetings.**

Treasurer: Board Member. Handles the finances and bank accounts of the booster program, must have experience balancing accounts. Creates a Treasurer Report for each meeting, approves purchases along with other board members and carries the Booster checkbook. **Required to attend meetings.**

*Secretary: Board Member (unless filled by a student). Take notes of attendees and discussion at all meetings, shares notes on website/google drive with Board Members. **Required to attend meetings.**

Uniform Coordinator: Take measurements of all students, fit marching uniforms and concert attire, keep track of inventory. Must have sewing experience. **Not required to go to meetings, required to attend all performances where uniforms are required.**

Fundraising Coordinator: Brainstorm fundraising ideas and communicate with Board Members on those ideas. Community outreach, works closely with Donation Specialist. **Required to attend meetings.**

Donation Specialist: Acquire donations from the Newport community, communicate with Fundraising Coordinator to meet program needs. **Not required to attend meetings, but communicates with the Director often.**

Members at Large: A flexible role where parents volunteer their time and services at events and performances. **Not required to attend meetings, but always welcome!**

Photographer/Videographer: Take photos and videos at all performances and events. **Not required to attend meetings.**

*Could be filled by a student

Student Roles

Concert Band Representative: **Required to attend meetings.** Represents the student interest of the Concert Band. Signs off on School Account purchases for Mr. Carr.

Symphonic Band Representative: **Required to attend meetings.** Represents the student interest of the Symphonic Band. Signs off on School Account purchases for Mr. Carr.

Social Media Coordinator: **Required to attend meetings.** Responsible for working closely with Mr. Carr to update our Facebook Page, create an Instagram/modern social media account and Youtube channel. Regularly maintain these sites. Work closely with Photographer/Videographer.