

**Mayfair High School Band Boosters
Nomination Form for
2020-2021 Booster Board Positions**

It is time to elect paid Booster members to serve in Board positions during the upcoming school year. Please think of qualified people that you can nominate for a Board position, or consider running for the Board yourself. Please make sure the person you nominate is willing and able to fulfill that position. Below is a description of each Board position and the duties according to the Mayfair HS Band Booster Bylaws. Please write your nominee(s) in the spaces provided.

PRESIDENT: _____

The President shall preside at all meetings of the association and of the Executive Board. He/She shall be a member ex-officio of all committees and with the ratification of the Executive Board, shall appoint the Chairpersons of the Standing Committees. They shall prepare the annual budget along with the Vice President, Treasurer, Financial Secretary and Band Director. The President and Treasurer or First Vice President shall be responsible for preparing the annual report and inventory. The President shall appoint the appointed member positions.

FIRST VICE PRESIDENT: _____

The First Vice President shall act as an aide to the President and shall perform the duties of the President and the Second Vice President in the event of his/her absence. The First Vice President shall coordinate the public relations and publicity of the association, as well as scheduling parent performance support for all uniformed IMD events. Examples of events include, but are not limited to football games, parades, field show tournaments, and festivals.

SECOND VICE PRESIDENT: _____

The Second Vice President shall act as an aide to the President and shall perform the duties of the President and the First Vice President in the event of their absence. The Second Vice President shall coordinate the parent support for all concessions and hospitality events. Examples include, but are not limited to; Back to School Night concessions, field show tournaments, festivals, and summer school snacks. In addition, the Second Vice President's responsibilities shall include the purchasing of food, supplies, and delegation of duties related to said events.

TREASURER: _____

The Treasurer shall receive all monies for the association and shall deposit them in the name of the association in a bank approved by the Executive Board. The Treasurer shall pay out sums only on Board approval: checks shall be signed by two members of the Executive Board. The Treasurer shall keep an accurate record of receipts and reimbursements and shall present a statement of account at every meeting of the association and when requested by the Executive Board. The Treasurer shall make a full annual report to the association at the May meeting. The Treasurer shall also maintain a current list of Active Members. The Treasurer shall present all financial documentation to the accountant twice a year (September and at the conclusion of the school year). They shall prepare the annual budget along with the President, Vice President, Financial Secretary and Band Director.

FINANCIAL SECRETARY: _____

The Financial Secretary shall in the absence or disability of the Treasurer perform all the duties of the Treasurer and, when so acting, shall have the same powers of and be subject to the restrictions of the Treasurer. The Financial Secretary shall also keep and maintain adequate and correct books and records including all receipts and disbursements and showing each activity separately, as well as a complete record of all funds related to Booster/Student fundraisers and the Mayfair Hosted Field Show Tournaments. They shall prepare the annual budget along with the President, Vice President, Treasurer and Band Director.

RECORDING SECRETARY: _____

The Secretary shall keep accurate record of the proceedings of all meetings of the association and of the Executive Board. The Secretary shall be prepared to refer to the minutes of previous meetings, and shall prepare a summary of unfinished business for the use of the President. A summary of the booster meeting minutes will be prepared and sent to the Corresponding Secretary within 10 days for membership distribution. The Recording Secretary should have a current active members list, made available upon request.

CORRESPONDING SECRETARY: _____

At the beginning of each new Marching season this member will establish a means to communicate to parent's information and requests for all events including notification of Booster meetings. The Corresponding Secretary will send out booster meeting minutes each month after the Recording Secretary has completed them. The Corresponding Secretary may be called upon by the Band Director and/or Executive Board to relay other band related information at any time. Alternative means of communication may be used while under approval of the current Board. The Corresponding Secretary should have a current active members list.

The nominations will be closed on March 17, 2020. Please return this form to Mr. Philips by that date. The ballot, containing all nominees who have accepted their nomination(s), will be posted in Mr. Philips' office and online by March 23, 2020. Voting will take place at the April Booster meeting: Tuesday, April 21, 2020. All eligible voters must be paid Booster members by March 23, 2019.

The following positions will be appointed by the incoming/returning Booster President.

PARLIAMENTARIAN:

The Parliamentarian is to serve as an advisor. He/She will attend all meetings, both Board and Boosters. The Parliamentarian shall chair the Bylaws Committee and review Bylaws and standing rules annually. The Parliamentarian shall also chair the nominating committee. He/She is entitled to all rights and privileges of membership including the right to debate, make motions, and vote. The Parliamentarian does not have the authority to sign checks for the Boosters. The Parliamentarian should have a current active members list. The Parliamentarian is appointed by the President.

COLOR GUARD/DRUM LINE/ORCHESTRA LIAISON:

Each of these Liaisons must be a parent/guardian or alumnae of the active membership of the said group. They are to serve as a liaison between the band and their respected group. He/She is entitled to all rights and privileges of membership including the right to debate, make motions, and vote. Liaisons do not have the authority to sign checks for the Boosters. Liaisons are appointed by the President.