

UCHS Music Booster Executive Committee Membership Roles and Responsibilities

President will lead activities of the Executive Committee and the Music Booster Committee in such a manner as to uphold and enhance the purpose of the UCHS Music Boosters and the Centurion Foundation.

- Presides over all meetings and has general supervision over all the affairs of the organization.

Vice President will perform duties as delegated by the President.

- Assumes the duties of the President in case the President cannot fulfill the duties of his or her office.
- Establishes and chairs the Nominating Committee and is responsible for preparing the slate of officers in March.
- Establishes and chairs the Charter Committee, as needed.
- Ensures that UCHS Music Boosters are complying with all San Diego Unified School District rules and regulations.

Secretary will perform duties as assigned by the President and will be the administrative assistant to the President, responsible for the following functions:

- Custodian of Standing Rules, Charter, and other valuable papers and official documents.
- Record and maintain minutes of all meetings.
- Prepare correspondence as requested by the Board or the President.
- Transfer all documents to next succeeding board member.

Treasurer will perform duties as assigned by the President and is the finance officer of the organization and responsible for the following functions:

- Together with the President and the Treasurer will be the signatory to all Organization's bank accounts.
- Collect and disburse funds as authorized by the Executive Committee and keep an accurate accounting of it.
- Maintain all financial records and documents, including all requisition documentation.
- Prepare documents and submit to appropriate agencies for maintaining the tax-exempt status of Centurion Foundation.
- Prepare financial statements and make copies available to each member during meetings and prepare other financial reports and documents as requested by the President or the Executive Committee.
- Transfer all financial records, accounts, and unused funds to next succeeding board member.

Communications Officer will establish a Communications Committee from among booster members and other Executive Committee Members. This committee

- Maintain a list of accurate telephone and email information of members and supporters of UCHS Music Boosters.
- Contact identified persons as directed by the President or the Executive Board.
- Ensure all members are notified concerning all UCHS Music Boosters activities, including regular and special meetings.
- Contact the media and community resources about band activities and needs
- Other duties include writing, editing, and distributing a newsletter to all members.

Liaisons

- **Color Guard Liaison**
 - provide updates to the Executive Committee on the needs of the Color Guard Members
 - coordinate Color Guard member participation in fund raising events.
- **Orchestra Liaison**
 - provide updates to the Executive Committee on the needs of the Orchestra Members coordinate Orchestra member participation in fund raising events.
- **Choir Liaison**
 - provide updates to the Executive Committee on the needs of the Choir Members coordinate Choir member participation in fund raising events.

Standing Committees

- **Audit Committee**, appointed by the President, will be
 - Comprised of three members from the general membership and NOT from the Executive Committee or the signatory Committee Members.
 - Will perform yearly audit.
- **Bylaws** Committee will be comprised of three persons. The Vice President will establish and chair this committee.
 - Periodically review the bylaws and make recommendations for amendments.
- **Equipment** Committee Chair will establish a committee
 - Responsible for the maintenance, transportation, and availability of all musical equipment and related materials.
- **Ways and Means** Committee Chair will establish a committee
 - Establish, coordinate, and lead the activities of the Fund Raising Committee.
- **Refreshments** Chair
 - Responsible for the staffing, purchase of goods, inventory, related to refreshments.
 - Responsible for feeding the band and color guard members during lengthy or extended competitions
- **Uniform** Chairperson will establish a committee
 - Responsible for all aspects of band or orchestra uniforms; this will include, but not be limited to: availability, repair, and cleaning.
- **Alumni** Chairperson
 - Maintain a record of past band, color guard, choir and UCHS Music Boosters members to inform them of upcoming UCHS Music Boosters and alumni functions.