

Fulshear Charger Band Boosters Inc. (FCBB)



The FCBB Nominating Committee is accepting nominations for the following positions. **Please send an email with position, name and contact information of your nominees by no later than March 23, 2018.** Officers must be voting members of FCBB (parents and/or guardians and band directors of students currently enrolled in the band programs at Churchill Fulshear HS and its feeder schools, both Junior High and Elementary. Must have completed an annual enrollment form and paid the annual dues. The term is one year July 1 2018 - June 30 2019. The FCBB holds meetings once per month, except for June & July. Elections will be held at the May 2018 Booster meeting.

Thank you, FCBB Nominating committee

President

- Provide Leadership to the FCBB;
- Conduct all scheduled and special meetings of the FCBB and the Executive Board;
- Prepare the written agenda for the Executive Board and FCBB Members meetings;
- Countersign checks in the absence of the Secretary or Treasurer;
- Sign all contracts and letters of agreement with the approval of the Voting Members;
- Represent, or appoint someone to represent, FCBB at an outside function; provided nothing shall be undertaken in the name of FCBB without prior approval of the membership;
- Be an ex officio of all committees, except the Nominating Committee; and
- Perform other duties as required.

Treasurer

- Have custody of and account for all funds of the FCBB;
- Keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks for seven (7) years or permanently if required by law, such as the IRS 990;
- Present any unapproved bills or charges to the FCBB members at the next member's meeting;
- Make disbursements as authorized by the members of Executive Board in accordance with the budget adopted by the FCBB and upon receipt of check request;
- Keep a list of all money appropriated but not yet paid;
- Present a current Treasurer's report at each regularly scheduled Executive Board meeting and at each regularly scheduled member's meeting;
- Prepare a permanent, paper record copy of each monthly Treasurer's report for delivery to the Secretary;
- Prepare the proposed annual budget for the FCBB based on submissions by each committee chair and submit this budget to the Executive Board for comment and to the members for approval at the August meeting;
- Countersign all checks;
- Maintain the necessary bank accounts for FCBB;
- Oversee the activities of the fundraising treasurer; and
- Accurately and timely file all necessary governmental reports and forms to change the registered agent and registered office.

2nd Treasurer/Fundraiser & Sponsorship Officer

- Oversee the activities of all fundraising events;
- Coordinate the collection of community sponsorships;
- Countersign checks in the absence of the Secretary or Treasurer;
- Perform other duties as require

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Nomination Form 2018-2019

Nominee(s) for President

Name	Contact #	Email
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Name	Contact #	Email
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Name	Contact #	Email
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Nominee(s) for Treasurer

Name	Contact #	Email
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Name	Contact #	Email
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Name	Contact #	Email
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Nominee(s) for 2nd Treasurer/Fundraiser & Sponsorship Officer

Name	Contact #	Email
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Name	Contact #	Email
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Name	Contact #	Email
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Please send this form in with your student to place in the box in the band hall, or email your nominations to mayainnyc@yahoo.com.