

# Fulshear Charger Band Boosters Inc. (FCBB)



The FCBB Nominating Committee is accepting nominations for all positions. **Please send an email with position, name and contact information of your nominees by no later than Midnight April 15, 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.

## **Vice President**

- Act in the absence of the President;
- Assist the President as requested;
- Plan and coordinate a membership campaign;
- Create and update the FCBB membership list;
- Maintain a database of all Churchill Fulshear High School band students which shall include their names, addresses, telephone numbers, parent/guardian names, classification and instrument for FCBB use;
- Be responsible for the preparation, publication, and distribution of the FCBB directory for each band student;
- Coordinate the efforts of the volunteer/chaperone committee;
- Furnish mailing labels;
- Perform other duties as assigned by the members.
- Countersign checks in the absence of the Secretary or Treasurer

## **Secretary**

- Record the minutes of all the Members meetings and Executive Board meetings;
- Present the most recent Executive Board meeting minutes at each Executive Board meeting;
- Read the most recent Members' meeting minutes at each Members' meeting;
- Prepare a permanent, paper record copy of all minutes including the monthly Treasurer's report for archive purposes;
- Be responsible for all FCBB correspondence, mailings and publicity notices;
- Possess the authority to countersign checks.
- Oversee the efforts of the communication committee;
- 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.

## **2<sup>nd</sup> 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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## **Parliamentarian**

- Advise the presiding officer on questions of parliamentary law and method of procedure;
- Assist in the revising, interpreting and keeping of the Bylaws up to date;
- Assist the president in meeting preparation when requested;
- Maintain an accurate record of attendance at all Executive meetings and Member meetings
- In the absence of the Secretary, record the minutes of all Executive Board meetings and Member meetings;
- Perform other duties as required

## **Member At Large**

- Attend all meetings and perform any necessary duties in the absence of other Executive Board members;
- Coordinate and act as a liaison with the Jr High Committee and Guard Committee;
- Coordinate and communicate with Members regarding details of Spring trips;
- Perform other duties as required

***Please email your nominations to [mayainnyc@yahoo.com](mailto:mayainnyc@yahoo.com).***