



**Elections for the 2021-2022 Hays Band Boosters Officers will take place on May 4, 2021 at the final general booster meeting of the school year. These are all elected positions and must be voted on by members of the Hays Band Boosters. If you have questions regarding any of the positions available OR are interested in filling any of the officer positions, please contact Jennifer McDonald (haysbandboosterssecretary@gmail.com) by April 15, 2021 to get your name on the ballot.**

**\*\*If boosters are still unable to meet in person by May 4, 2021, the ballot will be sent via email to each current booster member for their vote via google form.\*\***

**President:** The booster president oversees all operations, officers, and committees of the Hays Band Boosters. Please note that he/she is not solely responsible to run these events or committees personally, but oversees the operations of each. Specific committees include: check-in/uniform fitting/picture day, parent orientations, uniforms, meal plans, meal service, Hays Band merchandise, chaperones, end-of-year-banquet, contest concessions and hospitality, scholarships, and senior night. President will also sign on bank account.

**VP – Events:** This individual will focus on the large fundraising events run by the boosters (ie., Hays Band merchandise sales at events, concessions, Mistletoe Market, mulch sales, tamale sales, etc.). He/She will oversee each committee that runs these specific events and any additional events chosen by the board.

**VP – Fundraising:** This individual will focus on fundraising opportunities by vetting opportunities presented and taking it to the officer board and/or general booster membership when necessary for approval or vote (ie, wreath sales, cookbook sales, eat to support events at various restaurants, etc.). He/She will oversee the efforts to gather ideas and opportunities for booster fundraising.

**VP - Sponsors:** This individual will focus solely on sponsors. He/She will oversee efforts by the general booster membership to gain new sponsors, contact existing sponsors, and make sure sponsors receive their incentives.

**Secretary:** This individual will take, record, and post minutes at booster officer meetings and general booster meetings; oversee and keep record of booster memberships and attendance; assist with social media and website accounts; file various paperwork with the school district; edit booster documents for publication; confirm event calendar does not conflict with band. He/She will oversee elections of officers, adopt-a-street, changes to and filing of by-laws, publicity, and any other duties mutually agreed to. Secretary will also sign on bank account.

**Treasurer:** This individual will sign on bank account and keep all financial records of the Hays Band Boosters including updating bank account information when necessary, signing all checks, making deposits, and paying any and all bills and invoices as well as prepare necessary documents for our accountant regarding payment of taxes. He/She will prepare a budget and a financial report to present at monthly officer meetings and monthly general booster meetings.

#### **REQUIREMENTS:**

- All board members are required to be booster members.
- All board members are required to attend Booster Officer Meeting each month.
- All board members are required to attend General Booster Meetings each month.