



**Band Family:** Elections for our 2020-2021 Hays Band Boosters Executive Board will take place on May 5, 2020 at our final booster meeting of this school year. These are all elected positions and must be voted on by the general booster membership. If you have questions regarding any of the positions available OR are interested in filling any of the board positions, please contact Lesley Allen by April 15.

**President:** Oversees all operations, officers and committees of the Hays Band Boosters. (specific committees to include but not limited to: registration day, parent orientations, uniforms, meal plans, meals service, spirit wear, chaperones, end-of-year-banquet, solo/ensemble, hospitality, scholarships, middle school liaison, pit crew, senior rep) President will also sign on bank account.

**VP - Sponsors:** This individual will focus solely on Sponsors, making sure each sponsor receives the promised incentives; He/She will oversee the soon-to-be-created 'sponsor committee' whose objective will be to gain new sponsors, contact existing sponsors & make sure sponsors receive their incentives.

**VP – Fundraising:** This individual will focus solely on fundraising opportunities, vetting any opportunities presented and taking it to the board and/or general booster membership when necessary (ie, wreath sales, coffee sales, etc.); He/She will oversee the soon-to-be-created 'fundraising committee' whose objective will be to gather ideas and opportunities for booster fundraising.

**VP – Events:** This individual will focus solely on the large fundraising events run by the boosters (ie., car show, 5k, mulch sales, tamale sales, etc.); He/She will *oversee* each committee that runs these specific events *and any additional events* chosen by the board.

**Secretary:** This individual will take and record minutes at executive board meetings, general booster meetings; coordinate registration and booster memberships; assist president with social media and website accounts; file paperwork with the school district. He/She will oversee the following committees: elections, adopt-a-street, By-Laws and publicity. This individual will keep/update booster calendar 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 HBB; to include, updating bank account information when necessary, signing all checks, making deposits and paying any and all bills, invoices. He/She will prepare budget and will also prepare financials to present at monthly executive board meetings and to present at monthly general booster meetings.