

Caledonia Band Boosters:

Definition of Organization Roles, Expectations, Authority & Recourse, B.O.D. approved 2/2011

MEMBER:

Role definition/expectation:

* A band booster "member" is a parent of a current or previously enrolled Caledonia band student (required to pay \$0 annual dues) and receives automatic enrollment as a booster. Members are encouraged to participate at booster meetings, fundraising efforts, and to generally support the Caledonia music programs.

Scope of Authority:

* A band booster "member" has one vote to cast during applicable voting situations (officer elections, general matters, etc.)

Elements Common to All Leadership Roles:

General Expectations:

* Members must be timely with communication responding to all e-mails and/or calls within 24-48 hours, at the very least providing a confirmation of receipt.

* Members must be respectful of others' time and be well prepared for meetings.

Recourse/Resignation:

* At any time if any of the responsibilities of a role are not being met, or if there is a matter of unresolved disagreement, this should be brought to the Board of Directors attention for resolution, by any member.

* In the case of a disagreement, the Board of Directors will discuss, vote and resolve.

* In the case of a failure to fulfill responsibilities/expectations of a role, the Board of Directors will discuss the matter with the applicable person(s). Depending on the degree and nature of the failure, the first failure will result in a warning. If a second failure is brought to the boards' attention, the Board of Directors will meet with the applicable person(s) to discuss the issue. If a third notice of failure is brought to the attention of the board, this will result in the removal of that person from their position.

* If someone in a leadership role is unwilling or unable to fulfill their duty, they may resign in writing to the Board of Directors.

CHAIR:

Role definition/expectation:

* Chairs will be elected by a majority vote by members. Secret vote will be held when there is more than one candidate.

* Announcement of Chair election (date/time) must be made at least 1 week in advance.

* Interested members should notify Secretary prior to the election for consideration to be placed on the ballot.

* There will be only 1 "Head" Chairperson elected per event. There will be no "Co-Chair" positions. "Assistant" Chairperson roles are encouraged as needed. If a person seeking the Head Chair position thinks they'd like an Assistant Chair, they should discuss this in advance with their assistant of choice and present their interest as a team for consideration.

* The need of a chair position(s) for any given event or fundraiser will be determined by a majority vote of the members or Board of Directors.

* Most events will require only one chairperson. Exceptions to this will be determined by the Board of Directors as needed in the case of very large events.

Scope of Authority:

* The chair has the authority and responsibility to make recommendations, organize and lead the members & meetings in the execution of a specific event/fundraiser.

* Chair must provide the board with their "Plan of Action" within 2 weeks of their appointment. This POA must include a general timeline with tasks and best method(s) of communication.

* Chair must provide a brief event update at the regular monthly booster meetings.

* Chair must prepare meeting minutes and submit them to the board within a week of any meetings.

* Chair must prepare a written Post-Event Summary after the event by meeting with volunteers to discuss what worked, what didn't, contact information etc. This summary must be given to the president for inclusion in that year's master binder within 2 weeks of event.

In single chair situations:

* Chair must yield to the majority will of the membership. Any differing opinions that are brought to a vote, upon a members' request, must be *decided by a membership majority vote.*

Multiple chair situation:

* Same as the single chair situation except: Any differing opinions that are brought to a vote, upon a member's request, must be *decided by a majority vote of the team of chair people.*

UNIFORM MANAGER:

Role definition/expectation:

* Lead the Uniform Team in the duties of fitting, assigning, recording, maintaining, dispensing and collecting uniforms before & after games, competitions and parades. Submit proposed uniform purchases to the board for consideration/approval.

Scope of Authority:

* The uniform manager has the authority/responsibility to manage all aspects of the uniforms and uniform room.

PIT CHIEF:

Role definition/expectation:

* Lead the Pit Crew in the duties of Pit for home games, competitions and parades. Solicit, schedule and train a pit crew team for the various games and events.

Scope of Authority:

* The Pit Chief has the authority/responsibility to manage all aspects of the pit.

WEBMASTER:

Role definition/expectation:

* Manage and update the band website and calendar regularly (as needed to stay current with ongoing events and to maintain a fresh site void of outdated material) with any dates, event and fundraiser information pertinent to the band program. They should post any pertinent content provided by other members as soon as possible. They should keep the websites calendar completed with dates of both Middle School and High School band events. They should actively post any pertinent status updates or events on the Caledonia Band Boosters Facebook page.

Scope of Authority:

* The Webmaster has the authority/responsibility to manage all aspects of the website.

MARKETING:

Role definition/expectation:

* Lead in creation and installation of any requested marketing and promotional materials for fundraisers etc.

Scope of Authority:

* The Marketing lead has the authority/responsibility to manage all aspects of requested marketing materials for events and fundraisers.

OFFICERS (President, Vice President, Treasurer & Secretary):

PRESIDENT:

Role definition/expectation:

* The President shall preside at all meetings of Directors and/or members. The President shall have such other duties and powers as may be given him by the Board of Directors. The President shall see that all orders and resolutions of the Board of Directors are carried into effect and shall perform all other duties necessary or appropriate to his office. The President shall sign and execute all deeds, agreements and other formal documents in the name of the corporation. The President shall serve for a term of one (1) year and may serve successive terms.

* Maintain an annual "master binder" containing current bylaws, tabbed sections with detailed information for each event/fundraiser and generally any information that is helpful for the organization to keep as reference.

Scope of Authority:

* The President shall have such other duties and powers as may be given him by the Board of Directors. Subject to the direction and control of the Board of Directors, the President shall have the authority over general policy and affairs of the corporation and shall have the general control and management of the affairs of the corporation.

VICE PRESIDENT:

Role definition/expectation:

* The Vice President shall have such title and perform such duties assigned by the President or the Board of Directors. In the President's absence, the Vice President shall perform the duties of the President. The Vice President shall serve a term of one (1) year and may serve successive terms.

Scope of Authority:

* The Vice President has the authority to perform any duties assigned to him by the President as well as perform the duties of the President in their absence.

TREASURER:

Role definition/expectation:

* The Treasurer shall collect all membership dues (if any), have custody of the corporate funds, keep full and accurate accounting records for the corporation, and shall deposit all funds to the credit of the corporation in such depositories as may be designated by the Board of Directors. The funds, books and vouchers in the Treasurer's hands at all times shall be under the supervision of the Directors and subject at any time to their inspection. The Treasurer shall render such statements of his/her accounts as may be required by the Board of Directors. At the expiration of his term of office, he shall deliver all books, moneys, and other property, to his successor, or, in the absence of the treasurer-elect, to the President. The Treasurer shall be responsible for all matters requiring communication with federal, state and local governmental authorities. The Treasurer shall serve a term of one (1) year and may serve successive terms.

Scope of Authority:

* The Treasurer has the authority to perform all duties of the role.

SECRETARY:

Role definition/expectation:

* The Secretary shall maintain the minutes of all meetings of the Board of Directors and of the members, record attendance at meetings, and shall perform such duties assigned by the President or the Board of Directors. The Secretary shall serve a term of one (1) year and may serve successive terms.

Scope of Authority:

* The Secretary has the authority to perform all duties of the role.

BOARD OF DIRECTORS:

Role definition/expectation:

* There shall be seven (7) Directors. The first Board of Directors shall be those elected by the Incorporators. Thereafter, the Board of Directors shall include four (4) elected officers, one (1) member appointed by the outgoing president, one (1) member appointed by the incoming president, and one (1) high school band director. Directors may serve successive terms subject to the limitations on officers identified in Article VII.

Scope of Authority:

* The property, affairs, activities and concerns of the corporation shall be vested in a Board of Directors who may exercise all of the powers of the corporation including, but not by way of limitation, the authority to borrow money and to issue notes and other evidence of indebtedness of the corporation for repayment thereof, together with the authority to mortgage or pledge the real or personal property of the corporation as security therefore, except such powers as are by law, by the Articles of Incorporation, or by these Bylaws, expressly conferred upon or reserved to the members