

Pasadena High School Instrumental Music Club Board of Trustees

Positions and Duties

PRESIDENT: Actively support PHS Music Director. Create Agendas. Lead all meetings. Ensure bylaws are followed and elections occur in May. Actively support Fundraising Chair. Chair Nominating Committee for the following year's board.

VICE PRESIDENT: Assume duties of president in his/her absence. Actively support PHS Music Director. Oversee Fundraising. Actively support Vice President for Fundraising.

VICE PRESIDENT FOR FUNDRAISING: Serves as chairperson of fundraising committee, ensuring coordinators are found for various fundraising events (which may include Christmas greenery, cookie dough, car washes, Rose Bowl concessions, spring and fall yearbook, restaurant nights, coffee sales, etc.). Facilitates generating ideas for other fundraising opportunities. Communicate with Event Chairperson as needed. Communicate volunteer needs to communication chair.

TREASURER: Manage all accounting for IMC. Pay bills. Track expenses and deposits. Provide info to tax preparer. Close year-end books. Provide cash box and change as needed for fundraising activities.

SECRETARY: Create/maintain student roster. Create/maintain IMC Board roster. Record and publish meeting minutes. Print mailing labels (for communication chair). Arrange for translation of information as needed.

UNIFORM/MERCHANDISING CHAIR: Inventory and maintain accounting of pep merchandise. Organize and maintain uniforms and accessories (including student assignments, fittings, alterations, check uniforms after events and dry cleaning as needed). Keep and maintain "extras" (shoes, suspenders, first aid kit, etc.).

STUDENT ACCOUNTS CHAIR: Manage individual student accounts and send statements (2-3x/yr). Turnover uncollected accounts to PHS Student Business Office (Dee Costa). Communicate with Uniform/Merchandise Chair as needed.

COMMUNICATION CHAIR: Create/maintain e-mail lists. Send e-mails as necessary. Coordinate/communicate information to Daily Bulletin/website for updates. Coordinate "connect-ed" phone messages. Handle mailings. Arrange for translation of information as needed.

GRANT WRITER: Write/submit grants, and follow-up as needed. Actively work with director to determine grant needs.

SNACK/FOOD CHAIR: Coordinate schedule for snacks and water for games, competitions, and band camp. Communicate with PHS Music Director regarding schedule of needs.

FOOTBALL GAME & COMPETITION PREP CHAIR: Coordinate/schedule a volunteer driver for equipment truck. Coordinate volunteers for loading and unloading of equipment truck. Coordinate volunteers to cover bleacher seats. Ensure that "extras" (shoes, suspenders, first aid kit) are on hand for events.

EVENT CHAIR: Actively support the PHS Music Director. Ensure event coordinator for all special events (such as fall potluck, winter concert, Santa Barbara competition, spring dessert recital, spring concert, spring tour). Actively support each event coordinator. Communicate volunteer needs to communication chair.

2016-2017 Board of Trustees Nomination Ballot

I would like to nominate myself, _____, for the following position(s):

(include name and contact info)

1. _____ 2. _____
3. _____ 4. _____

I would like to nominate the following person(s) for the following Board positions (include contact info):

1. _____ for _____ position
2. _____ for _____ position
3. _____ for _____ position

Ballots due by April 22, 2016. Print and return ballot to Ms. Holguin or e-mail to leonmuaem@gmail.com