

President

As per the bylaws of the Constitution,

The President shall:

1. Call and preside over all Society and Executive meetings.
2. Be primary spokesperson for the Society.

Notes

1. Attend all full Executive and Society meetings.
2. Chair meetings (Executive and Society) according to The New Robert's Rules of Order.
3. Prepare meeting agendas.
4. Establish, early in the fall, a schedule for the year with Fundraising Coordinator, Communications Coordinator, Publicity Coordinator, and Band Director. Schedule should include:
 - a) Society meetings
 - b) Dates of Fundraising events
 - c) Dates obtained from Band Director for concerts, trips and festivals
 - d) Dates obtained from School Office for contribution deadlines and publication dates of school newsletters
5. Be available to the Band Director for emergencies at short notice.
6. Handle occasional letters of acknowledgement and phone calls to volunteers and benefactors.

Vice-President

As per the bylaws of the Constitution,

The Vice President shall:

1. Carry out the duties of the President in his/her absence.
2. Assist the President as required, and
3. Be responsible for up-dating, collecting and distributing job descriptions annually.

Notes

1. Attend all full Executive and Society meetings.
2. Vice-President is not necessarily the following year's President.
3. Have all Executive up-date their job descriptions each spring and write general recommendations for the next year Executive.
4. Be responsible for compiling the above recommendations for the Society.
5. Assist the President with duties as required.

Secretary

As per the bylaws of the Constitution,

The Secretary shall:

1. Keep minutes of all meetings of the Society and Executive.
2. Prepare agenda.
3. Handle correspondence of the Society.

Notes

1. Attend all full Executive and Society meetings.
2. Take minutes at all Executive and Society meetings.
3. Minutes shall be completed within two (2) weeks of meetings.
4. Distribute minutes to Band Director, Principal, Treasurer, President and Vice-President and to all other members at their request and by their arrangement.

Treasurer

As per the bylaws of the Constitution,

The Treasurer shall:

1. Administer the finances of the Society.
2. Keep accurate financial records.
3. Render monthly financial statements for the Society.
4. Prepare and present an annual budget in consultation with the Band Director for approval at the school year end.
5. Ensure that financial records are audited annually according to the bylaws.

Notes

1. Attend executive and full Society meetings.
2. Keep an accurate, up-to-date set of books.
3. Ensure that a ledger is established and maintained for each activity involving money.
4. Give report of updated student accounts to the Band Director within two weeks of each fund-raising activity.
5. Include explanation of Student Accounts in first band newsletter of the school year.
6. Ensure that signing officers are updated with the bank as necessary.

STUDENT ACCOUNTS

The Treasurer of the Society establishes individual student accounts for every student in the band program. The accounts are an incentive to become involved in fundraising projects and to be fair to those who put in extra effort. The main purpose is to cover all or part of the expenses of any music tour.

Funds are accumulated by each student as a result of his/her participation in Band Society organized fundraising activities and remain in the student's account while he/she remains in the program, or until they are used to offset the costs of a tour. Funds are not transferable to other accounts while a student remains in the program. When a student leaves the program, remaining funds in a student's

account shall be transferred to a sibling's account the following year. In the case of no sibling, funds will be transferred to General Account to be used by the Society as needed.

OTHER POLICIES REGARDING FUNDRAISING

1. All monies raised through working at casinos and bingos will go into General Funds for the Society.
2. General Funds will be spent according to a budget developed by the Band Director and approved by the Executive of *the Society*.
3. For student-centered fundraisers, such as sales of goods, what each student earns goes into his/her tour account. (minus fundraising expenses such as cost of goods, shipping, etc.)
4. Proceeds from Bottle Drives, which cannot be done without parental involvement, will be divided equally among those participating. Parents who assist will be included in the total and their portion will be assigned to their student(s) tour accounts.
5. For group projects that are compulsory (i.e. performances), all proceeds will go into General Funds.
6. Any monies earned by the Jazz Band shall be allocated by the Director to meet jazz band needs, as deemed appropriate by the Executive of the Society.
7. The society may allocate a fundraiser that does not involve individual sales, but requires a group effort, to General Funds or to tour, by a motion of the Board.
8. General Funds may be used to assist financially challenged students up to 50% of the costs of a tour.
9. ALL FUNDS RAISED THROUGH ACTIVITIES ORGANIZED BY THE BAND SOCIETY ARE MONIES BELONGING TO THE BAND NOT TO INDIVIDUALS. Student accounts are simply a means of measuring the contributions to fundraising efforts made by individual students, in order to determine the remaining costs for which they are responsible.

Public Relations Coordinator

As per the bylaws of the Constitution,

The Public Relations Coordinator shall:

1. Communicate band happenings to parents and community via newspaper, posters, radio, etc.
2. Establish a schedule of publication dates and deadlines at the beginning of the school year.

Notes

1. Attend Band Society meetings as needed.
2. Establish schedule of publication dates and deadlines at the beginning of the school year with Executive and Band Director. These should include meetings, fundraising events and concerts.

Fundraising Coordinator

As per the bylaws of the Constitution,

The Fundraising Coordinator shall:

1. Be responsible for organization and operation of all fundraising activities.
2. Forward all profits and accounting statements to the Treasurer.

Notes

1. Attend and report at all full Executive and Society meetings.
2. Meet with the Executive and Band Director at the end of the school year to establish the choice and schedule of events for the coming year.
3. DELEGATE JOBS – Be responsible for organization and operation of fundraising activities. Organize Fundraising committee so that each fundraising activity is run by a chairperson under your supervision with helpers for each chairperson. Committee members may help in more than one area, but Fundraising Coordinator should play supervisory role only.
4. Ensure chairpersons of each activity distribute product and collect money.
5. Refer to files of past Fundraising Coordinator for details of running specific fundraising events, obtaining products from suppliers, etc.
6. Ensure that each committee chairperson keeps records of expenses incurred and revenue generated from each activity.
7. Acknowledge contribution or donations (e.g. from suppliers) by receipt, letter, note of thanks and insertion in newsletter.
8. Communicate with Public Relations Coordinator, Newsletter Coordinator, and phoning Coordinator re publicizing events.

Grants Committee

Objective: To source appropriate grants and funding opportunities

1. Search via internet and networking available and appropriate grants and funding.
2. Apply for said grants and funding.
3. Follow up on applications.
4. Report to Band Society.
5. Prepare and submit final reports to Treasurer for approval and signature.
6. Submit final reports to funding agency.

Archives/Alumni Coordinator

As per the bylaws of the Constitution,

The Archive/Alumni Coordinator shall:

1. Maintain the Didsbury High School Bands scrapbook.
2. Maintain an alumni list.

Notes

1. Attend all full Executive and Society meetings.
2. Collect items for Band Program scrapbook to include:
 - a) All local newspaper photos and articles.
 - b) Photos of music activities (contact students and parents, and Band Director on the use of the school digital camera).
 - c) Printed programs from school concerts and festivals.
 - d) Band program newsletters.
 - e) Posters used to advertise activities.
 - f) Letters regarding Band program activities.
 - g) Copies of news releases written by Publicity Coordinator.
3. Keep an account of:
 - a) Band tours
 - b) All performances: school concerts, assemblies, competitions, festivals and invitational performances.
4. Be responsible for keeping record of awards and achievements:
 - a) Group awards (festivals, etc.)
 - b) Individual awards – as part of school band program and outside of school band program.
5. Obtain audio tapes of concerts and other performances as available.
6. Obtain video tapes of concerts and other performances as available.
7. Be responsible for keeping up-to-date list of alumni.
 - a) Names and addresses from school office or parents.
 - b) Musical awards and achievements.
 - c) Performances.

8. Keep abbreviated record throughout the year for a year-end review to be written for the final Band Newsletter (may delegate).
9. Inquire about occasionally using one of the front foyers showcases in the school to display some of the band program trophies, pictures, etc. May wish to confer with the Publicity Coordinator to obtain photos, information, etc. Be responsible for setting up display or delegating that task.

Newsletter Editor

As per the bylaws of the Constitution,

The Newsletter Editor shall:

1. Assemble, edit and distribute newsletters.
2. Establish a schedule of publication dates and deadlines at the beginning of the school year with the consultation of the Band Director.

Notes

1. Attend full Executive and Society meetings.
2. Establish schedule of publication dates and deadlines at the beginning of the school year with Executive and Band Director. These should coordinate meetings, fundraising events and concerts.
3. Assemble and edit newsletters.
4. Be responsible for photocopying of newsletters at the school.
5. Additional copies of newsletter should be sent to the school Principal and Band Director.

Note: One copy of the newsletter goes to each family of a band student – not one per student.

Should families prefer to receive newsletters by mail, they shall provide self-addressed, stamped envelopes.

6. Include explanation of Student Accounts in first newsletter each fall. Copy can be obtained from Treasurer.
7. Add information to monthly school newsletter about band events.

Communications Coordinator

As per the bylaws of the Constitution,

The Communications Coordinator shall:

1. Organize phoning committee.
2. Communicate messages to phoners and Society.

Notes

1. Attend full Executive and Society meetings.
2. Organize list of phoners. Divide student names by music groups to keep phoning task simpler. Phoners should be given names of parents of students in the same band (Junior or Senior) as their own child if possible. (The phoner would then be more aware of the students and particulars of that band.)
3. Advise each member of the committee early in the year to find out about the parents' availability (who is not working during day). Each committee member will get to know the parents on his/her list and should keep track of volunteers for various jobs, so the same people are not always approached. Remind parents to refer to the newsletter and write dates on calendars.
4. **Communicate messages to phoners, giving as much advance notice as possible.**
5. Communications Coordinator may have to call someone's list if committee member is unavailable or unable to make calls.

Refreshments Coordinator

As per the bylaws of the Constitution,

The Refreshments Coordinator shall:

1. Be responsible for coordinating refreshments for all concerts.
2. Keep records of all quantities and procurement of refreshments.

Notes

1. Attend all full Executive and Society meetings.
2. Be responsible for organizing helpers for each concert during the school year.
3. Arrange for refreshments for all concerts during the school year. Purchase refreshments and equipment necessary beforehand, preferably in bulk for savings.
4. See files of the past Coordinator for set-up of equipment for making coffee and tea, serving juice and food, and for cleanup after concerts.
5. Refreshment Coordinator is also responsible for refreshments served during the Christmas Concert although that job may be delegated. Confer with Christmas Concert Coordinator to avoid duplication of supplies.

Gaming Coordinator

As per the bylaws of the Constitution,

The Gaming Coordinator shall:

1. Be responsible for communications with the Bingo Hall and Casino managers.
2. Be responsible for scheduling Bingo and Casino volunteers.
3. Be responsible for assigning Bingo and Casino volunteers to their jobs at the Hall.
4. Report all news about schedules and proceeds, from Bingos and Casinos to the Treasurer and the Society.

Notes

1. Attend full and executive Society meetings.
2. Prepare and make available dated sign-up sheets for volunteers to commit to specific dates for Bingos and Casinos as assigned by the hall managers.
3. Be present at Bingos and Casinos as “Bingo Chair” or “Casino Chair” to manage volunteers fulfill assigned functions and sign off on gaming documents as directed; or recruit and delegate the job.
4. Manage, with the Treasurer, the required separate bank accounts as per gaming regulations.

Sponsorship Program

Objective: To ensure every band student has opportunity to participate in the annual band trip.

1. Recipient student will be decided by the director and/or DHS Band executive if deemed necessary.
2. Recipient will remain anonymous.
3. Recipient must demonstrate significant effort to fundraise via DHS Band fundraiser opportunities.

Revised October, 2013