



**ETHS INSTRUMENTAL MUSIC  
AND PAGEANTRY BOOSTERS**

**LOOKING FOR:**  
**SECRETARY**  
**TREASURER**  
**WAYS AND MEANS OFFICER**  
**CONCERT BAND LIAISON**  
**JAZZ BAND LIAISON**  
**WINTER PERCUSSION LIAISON**

*Do you want to be a part of the inner workings  
of the program?*

**YOU MIGHT JUST BE WHAT THE  
PROGRAM NEEDS.**

See position details on the second page. Contact Yaprak at [eyseymen@yahoo.com](mailto:eyseymen@yahoo.com) or (714) 204-7587 if interested or need additional information.



## OPEN BOARD POSITIONS

*(No Experience is Necessary)*

### **SECRETARY:**

- Maintains and provides complete written records of all official acts of the organization.
- Takes complete minutes and attendance at all Executive Board & General Member meetings, and makes minutes available for approval.
- Archives all Booster documents and records.
- Maintains a Board membership roster.
- Keeps ballots of the annual election in a sealed envelope for one year.

### **GROUP LIAISONS:**

#### ***Concert Band, Jazz Band, & Winter Percussion***

- Responsible for communication and representation for their respective groups.
- Shall be responsible for communicating IMPB/class information to students and families and representing their respective groups at IMPB meetings.
- Shall work with the IMPB Board, Webmaster and Public Relations Officer to share information about the program with their respective group students and families.
- Shall assist the IMPB Board with planning and implementing the program.

### **WAYS AND MEANS OFFICER:**

- Organizes and supervises fund raising projects subject to the approval of the Executive Board.
- Coordinates a master calendar of individual performing groups' fund-raising projects
- Documents the results of all fundraising events, to determine which events were profitable, and shares this information at Board & General meetings.

### **TREASURER:**

#### ***No Financial Background is Necessary!!!***

- Keeps the accounts of the Boosters in an accurate manner
- Receives all payments/donations and deposits in the ETHS IMPB bank account
- Pays the bills of ETHS IMPB after approval
- Presents a statement of account at every meeting of the Executive Board and General Membership
- Participates in budget planning
- Keeps permanent books of account and records sufficient to establish the items of gross income, receipts, and disbursements
- Retains copies of all forms for the current year plus six prior years, and passes them on to subsequent Treasurers
- Is an authorized signatory for the purpose of disbursements
- Is responsible for coordinating of timely annual filing of all Federal and State tax forms and State Registration forms
- Arranges for an annual audit of the ETHS IMPB accounts

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