

ETHS IMPB Position Responsibilities

- **PRESIDENT:**
 - Acts as CEO of the organization and is responsible for all its actions
 - Is liaison between the Boosters, Director, Staff, and ETHS Administration
 - Presides at all General Membership and Executive Board meetings
 - Maintains and distributes the working calendar of events for the year/season
 - Maintains a current list of all IMPB students in every program (RBR, concert programs, color guard and winter percussion) and assists the Director with the collection and organization of required student forms/payments
 - Works directly with Ways N Means Officer to plan fund-raising activities.
 - Works directly with Webmaster to update the website and ensure it is in compliance with all policies and procedures
 - Is an authorized signatory for the purpose of disbursements

- **VICE PRESIDENT OF ADMINISTRATION:**
 - Assists the President in administration of projects & events
 - Acts as the primary administrator for volunteer solicitation/coordination
 - Works with Ways & Means to help facilitate fund-raising activities
 - Assists in planning the agenda for monthly Board/General Booster meetings
 - Communicates with and coordinates the activities of: Hospitality/Food, First Aid, Historian and Website, Uniform Management and other committees (Program Book, Banquets)
 - Coordinates photo shoots, senior activities
 - In the absence of the President, shall act on behalf of and perform the duties of the President.
 - Is an authorized signatory for the purpose of disbursements

- **VICE PRESIDENT OF OPERATIONS:**
 - Assists the President in facilitation of operations for projects & events
 - Works with the Director to identify and produce props/equipment needs for IMPB programs (RBR, Winter Guard, Winter Percussion and concert performance groups)
 - Assists in planning the agenda for the monthly Board/General Booster meetings
 - Communicates with and coordinates the activities of: Field Crew, Travel Management, Transportation of Equipment.
 - Compiles, maintains, and provides a complete and current written inventory and repair record of all property owned or leased by the Boosters including vehicles, equipment, clothing, and supplies
 - Responsible for maintenance of IMPB property, trailers, storage bins, etc
 - In the absence of both the President and the VP Admin, shall act on behalf of and perform the duties of the President.
 - Is an authorized signatory for the purpose of disbursements

- **TREASURER:**
 - 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
 - Presents a statement of account at every meeting of the Executive Board and General Membership
 - Keeps permanent books of account and records sufficient to establish the items of gross income, receipts, and disbursements
 - Is responsible for timely annual filing of all Federal and State forms including but not limited to Federal Form 990 and California Form 199 as necessary to avoid penalties and to maintain IRC 501 (c) (3) and 509 (a) (2) non-profit status (or arranges for an qualified firm or person outside the organization to complete and submit necessary Federal and State tax documents.)
 - Arranges for an annual audit of the ETHS IMPB accounts
 - 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

- **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 as requested by the Board.
 - Keeps ballots of the annual election in a sealed envelope for one year.
 - Oversees production of or oversees production of monthly newsletter.
 - Archives all Booster documents and records
 - Maintains a Board membership roster

- **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.
 - Submits fundraising request forms to ASB for approval.

- **PUBLIC RELATIONS OFFICER:**
 - Is responsible for emails to the general membership, with approval of the Board President/Director. Board members should prepare and send electronic communications for the general membership (or subgroup) via the Public Relations Officer.
 - Communicates regularly with the Webmaster regarding upcoming events/activities

- Creates awareness of performances and fundraising activities via IMPB social media accounts (Facebook, Twitter, Instagram)
- Alerts the news media to generate positive publicity about the ETHS instrumental music and color guard program.
- Obtains and secure proper authorization for use of likeness of any student to be used in any Boosters publication, website or press release.
- **WEBMASTER:**
 - Maintains and updates the ETHS IMPB website (www.eltoromusic.org) including keeping photos, calendars and documents current and available on the website.
 - Works closely with the Executive Board to maintain and promote the Instrumental Music and Pageantry Boosters brand and create awareness of performances and fundraising activities via the website.

GROUP LIAISONS are responsible for communication and representation for their respective groups. Group Liaisons are not authorized to make decisions regarding budgets or fundraisers for their respective groups without the approval of the Executive Board. All decisions regarding finances for each sub-group (including approval of proposed budgets and expenditures) must be made by vote by the Executive Board at a regular IMPB meeting.

- **The MARCHING BAND LIAISON**
 - Works with the IMPB Board, Webmaster and Public Relations Officer to share information about the program with Marching Band students and families.
 - Works with Board to ensure adequate volunteers/chaperones are scheduled for all competitions (including prop pushing, photography, water, meals, etc)
 - Works with Board & director to secure transportation, lodging and rehearsal space for Championships
 - Works with food coordinator to plan all Championships meals for students/staff/chaperones
 - Represents the Royal Blue Regiment at IMPB meetings, specifically during the marching season of July – November, and works closely with both the Color Guard & Percussion Liaisons during marching season.
- **The CONCERT BAND LIAISON**
 - Responsible for communicating IMPB/class information to students and families
 - Represents the concert band classes at IMPB meetings, especially during the Spring Festival Season.
 - He/she shall work with the IMPB Board, Webmaster and Public Relations Officer to share information about the program with all concert wind instrument and band students and families.
 - Will work closely with the Orchestra Liaison, Jazz Band Liaison, Director and Student Leadership to plan, organize and implement events for concerts and

performances, this includes concert attire, ticket sale set-up, bake sale organization, etc

- The COLOR GUARD LIAISON
 - Shall be responsible for communicating IMPB/class information to students and families.
 - Represents the Color Guard at IMPB meetings
 - He/she shall work closely with the Marching Band Liaison during the marching season (July – November), and shall work with the IMPB Board, Webmaster and Public Relations Officer to share information about the program with Marching Band students and families.
 - It is suggested that he/she form a parent Winter Guard Committee to assist with planning and implementing the program during the Winter Guard season (November – April).

- ORCHESTRA LIAISON
 - Shall be responsible for communication and representation of all string instrument orchestra groups.
 - Shall be responsible for communicating IMPB/class information to students and families and representing the orchestra classes at IMPB meetings, especially during the Spring Festival Season.
 - He/she shall work with the IMPB Board, Webmaster and Public Relations Officer to share information about the program with all orchestra students and families.
 - Will work closely with the Concert Band Liaison, Jazz Band Liaison, Director and Student Leadership to plan, organize and implement events for concerts and performances, this includes concert attire, ticket sale set-up, bake sale organization, etc

- JAZZ BAND LIAISON
 - Shall be responsible for communicating IMPB/class information to students and families.
 - Shall represent the jazz band class at IMPB meetings.
 - He/she shall work with the IMPB Board, Webmaster and Public Relations Officer to share information about the program with all jazz band students and families.
 - Will work closely with the Concert Band Liaison, Orchestra Liaison, Director and Student Leadership to plan, organize and implement events for concerts and performances, this includes ticket sale set-up, bake sale organization, etc..

- WINTER PERCUSSION LIAISON
 - Shall be responsible for communication for the and representation for the Percussion/Winter Percussion Group.
 - Shall be responsible for communicating IMPB/class information to students and families and representing the Percussion/Winter Percussion group at IMPB meetings.

- He/she shall work closely with the Marching Band Liaison during the marching season (July – November), and shall work with the IMPB Board, Webmaster and Public Relations Officer to share information about the program with Percussion/Winter Percussion students and families.
- It is suggested that he/she form a parent Winter Percussion Committee to assist with planning and implementing the program during the Winter Guard season (November – April).

ARTICLE IX: COMMITTEES The duties of the appointed chairpersons shall be as directed by the Executive Board, and may include:

- The HISTORIAN shall maintain a collection of photographs, concert and performance programs and other media communications pertaining to all performances and events. He/she shall share the material with VP Admin, Public Relations Liaison, Webmaster and other Board members to facilitate promotion of the El Toro Instrumental Music and Pageantry program. He/She shall work closely and participate in the PROGRAM YEARBOOK committee.
- The PARLIAMENTARIAN shall act as an advisor to the President in all matters of parliamentary procedure and shall be well versed on these Bylaws and Robert's Rules of Order. The Parliamentarian should attend all Executive Board and General Membership meetings. He/she shall serve as Chairman of the Bylaws Revision Committee and prepare any proposed bylaw revisions for presentation to the General Membership in accordance with Article XVIII. He/she shall prepare nomination forms for the use of the nominating committee, present the slate of officers at the April General Membership meeting, and conduct election procedures in accordance with Articles X and XII.
- The UNIFORM MANAGER shall coordinate with a team of parents the fitting, issuing, maintenance and inventory control of all Marching Band uniforms. He/she shall work directly with the Director regarding the appearance of students and shall be responsible for maintaining and/or repairing Marching Band uniforms.
- The FIELD CREW shall organize a crew for all off-site field performances and field rehearsals as requested by the Director. They shall be responsible for loading and unloading instruments, props, equipment, uniforms, and for transporting pit instruments and auxiliary props between the vehicles and the field. In the event that defective equipment is noticed, the Vice President of Operations shall be notified immediately.
- The FIRST AID volunteer(s) shall coordinate the availability of First Aid to assist the students at off-site activities, which require physical exertion, such as rehearsals, competitions and parades. He/she/they should be certified by the American Red Cross or equivalent to provide CPR and first aid. He/she/they shall be responsible for the equipping of a first aid kit, include current records of the present insurance company, "Authority to Treat a minor" forms for all participants, and for transporting and dispensing

a student's prescription(s) (in accordance with Saddleback Valley Unified School District regulations).

- The FOOD / HOSPITALITY volunteer(s) shall coordinate food for the students while in competition. He/she/they will also coordinate bake-sales during the year, and work to plan food for special events.
- The BANQUET volunteer(s) shall plan and organized the season ending banquets. They shall be responsible for getting quotes from vendor such as banquet halls, caterers, etc. Creating a budget for the banquets and presenting it to the board for approval. This chairperson(s) will work directly with the VP of Administration.
- The PROGRAM YEARBOOK volunteer(s) shall create a committee including photographers, videographers, program photo organizers and others. This committee will be responsible for taking photos & videos at all music program events, sharing the photos with the webmaster and PR board members for publication of the pictures throughout the year. The committee will work together to design the year-end program book, share information with the program regarding family dedication pages and purchasing the book. The expectation is that the program book committee will work together throughout the entire year to ensure timely completion of the book so that printing can be completed prior to the year-end banquet.