**DUTIES OF THE OFFICERS**

The President shall preside at all meetings of the T.B.B. and of the Executive Board,

appoint all committee chairpersons and shall be an ex-officio member of all committees.

The Vice President (Concessions) shall assume all of the duties of the President in the

event of his or her absence. The Vice President (Concessions) shall perform the duties to

organize, promote and manage concessions activities. The Vice President (Fundraising) shall

perform the duties to organize, promote and manage fund raising activities. Both the Vice

President (Concessions) and the Vice President (Fundraising) shall be members of one of the

Standing Committees.

The secretary shall keep the records and minutes of all meetings and attend to all

correspondence in relation to Executive Board business.

The Treasurer shall be responsible for keeping an accurate record of the duties and

minutes of all receipts and disbursements, of all financial transactions, showing each

activity separately as well as keeping a complete record of all financial transactions.

The Publicity Director shall attend to all advertising and correspondence and all other

matters of publicity.

**EXPLANATIONS OF COMMITTEES**

The Ways and Means Committee shall consist of a minimum of three (3) members who

shall submit their plans for raising funds to the Executive Board for their approval.

The Treasurer shall be a member of the Ways and Means Committee

The Finance Committee shall consist of a minimum of three (3) members who shall

submit their plans for allocation of funds to the Executive Board for their approval. The

Treasurer shall be a member of the Finance Committee.

The Uniform Committee shall consist of a minimum of three (3) members who shall

submit their plans for the purchases of uniforms for the band and flag corps to the

Executive Board for their approval.

The Concessions Committee shall consist of a minimum of three (3) members who

shall submit their plans for operation of the concession stands to the Executive Board

for their approval.

The Scholarship Committee shall consist of a minimum of four (4) members who shall

submit their recommendations for scholarship awards to deserving band members

based on their participation in the band program and their overall academic achievement. This

committee shall submit their recommendations without any form of prejudice,

respecting the equal rights of all applicants for scholarships. The Director of the

Instrumental Music Department shall be a voting member of the Scholarship Committee. No

parent may participate in the recommendation for scholarship awards to any grade in

which their child is a member, in order to assure impartial selection of scholarship recipients.

The Tag Day Fundraiser – A Committee will be put together to organize, set up, oversee all aspects of Tag Day with the help of the Vice President of Fund Raising.

That’s Amore fundraiser – A committee will be put together to organize, set up and oversee all aspects of planning and having the That’s Amore fundraiser with the help of the Vice President of Fundraising

Tiger Cards fundraiser – A committee will be put together to order the cards, organize the sale, and oversee the collection of funds from the students.

**EXPLANATIONS OF VOLUNTEER POSITIONS**:

Tag Day – we need various parents to help transport students to the many different areas of Twinsburg so that they may collect donations from the residents. Also needed are counters, people to put together and serve lunch, as well as other positions to be discussed closer to the event.

Concessions – The Band Boosters are in charge of staffing the Away side stand during all football games as well as other fall sports. We are also in charge of the indoor stand for part of the winter sport season.

That’s Amore – There are various positions that need to be staffed during this fundraising event.

Photographer – Someone is needed to take pictures at all band events, football games, etc.

Chaperones – Parents are needed to chaperone any trips that the band takes including to all away football games, trips to competitions, and more.