

These are the descriptions and responsibilities of the Band Booster Elected Positions as outlined in Article 4 of the current adopted and filed By-Laws. These are just the general jobs, there are more details in the bylaws and if you have further questions regarding the position, you are encouraged to talk to the current position holder.

President: Rachel Lewis

VPresident: Dianna Cooper

Treasurer: Carol Lawson

Secretary: Patty Richardson

President -

1. Serve as the Chief Executive Officer of the organization, with the input and support of the PHSC Director of Bands.
2. Set agenda and preside at all meetings of the Executive Board as well as at all general membership meetings.
3. Act as liaison between the Pickerington Central Music Boosters and the administration of Pickerington Central High School and feeder schools.
4. Be ex-officio member of all committees.
5. Keep all other Executive Board members informed about all issues.
6. Prepare materials and an end-of-the-year report for the incoming President.
7. Announce the Nominating Committee in March for the next election cycle.
8. Perform additional duties documented in the job description for the President, subject to modifications as approved by a majority vote of the Executive Board.

A person elected to the position of President must have been a voting member of the Pickerington Central Music Boosters for at least one (1) year and must be nominated by the Nominating Committee. In addition, the position of President must be filled by someone with previous leadership experience with the Pickerington Central Music Boosters (committee chair or officer, for example). The definition of leadership experience and exceptions to these limitations may be made by the Nominating Committee.

Vice President -

1. The Vice President oversees all fundraising committees,
2. Act as parliamentarian to ensure all governing rules and procedures set forth in this constitution are followed
3. Oversee and appoint all fundraising committees.
4. Perform additional duties documented in the job description for the Vice President, subject to modifications as approved by a majority vote of the executive board.
5. Prepare materials and an end-of-the-year report for the incoming Vice President

A person elected to the position of Vice President must have been a voting member of the Pickerington Central Music Boosters for at least one (1) year. This requirement may be waived by the Nominating Committee if required to best fill the role.

Secretary -

1. The Secretary is responsible for all written documentation and communication for the PCMB
2. Communications with the media or other external entities about or pertaining to the PHSC Band, or Central High School, etc. must be approved by the PHSC Director of Bands and/or the school administration of Pickerington High School Central or Pickerington Local School District.
3. Communications within the Booster Club or externally about Booster membership, or strictly booster club matters are within the authority of the Secretary.
4. Record meeting minutes and provide minutes to membership.
5. Maintain accurate mailing and contact information for all students and members.
6. Maintain the Membership Roster and the Voting Roster as outlined in Article 3.
7. Oversee the distribution of all group mailings, including emails.
8. Manage official social media sites for the Pickerington Central Music Boosters,
9. Exhibit at all reasonable times, per request, to any PHSC band director or school administrator the Membership Roster, book of meeting minutes, or other communication documentation.
10. Ensure voting procedures are followed during all Executive Board and general membership meetings.
11. Perform additional duties documented in the job description for the Secretary, subject to modifications as approved by a majority vote of the executive board.
12. Prepare materials and an end-of-the-year report for the incoming Secretary.

A person elected to the position of Secretary must have been a voting member of the Pickerington Central Music Boosters for at least one (1) year. This requirement may be waived by the Nominating Committee if required to best fill the role.

Treasurer-

1. The Treasurer is responsible for all funds of the Pickerington Central Music Boosters.
2. Receive, and provide receipts for monies due and payable to the PCMB from any source
3. Disburse, or cause to be disbursed, the funds of the PCMB as requested by the Director of Bands and/or a majority vote of the Executive Board, taking proper vouchers for such disbursements.
4. Keep and maintain adequate and correct accounts of the PCMB's properties and business transactions, including accounts of assets, liabilities, receipts, and disbursements.
5. Assist the President and Director of Bands in preparing a yearly budget.
6. Prepare student financial statements and collect funds as required by the organization.
7. All financial records will be made available, upon request, to the Director of Bands, the Treasurer of the Pickerington Local School District, and other PHSC school administrators
8. Prepare records for audits and respond to all audit requests in a reasonable manner.
9. Prepare a report of budget and expenses for each monthly membership meeting
10. File IRS and other tax reports, with the support of the School District Treasurer or other school administrative oversight.
11. Prepare materials and an end-of-the-year report for the incoming Treasurer.
12. Perform additional duties documented in the job description for the Treasurer, subject to modifications as approved by a majority vote of the executive board.

A person elected to the position of Treasurer must have been a voting member of the Pickerington Central Music Boosters for at least one (1) year. This requirement may be waived by the Nominating Committee if required to best fill the role.

A person running for the position of Treasurer may provide a resume or summary of experience document to provide documentation of financial management experience with other groups/clubs or in a professional capacity. The Nominating Committee may review this information and consider qualifications in collaboration with the Director of Bands and/or the Treasurer of Pickerington Local School District before placing a Treasurer candidate on the ballot.

Feeder School Representative -

1. The Feeder School Representative is the parent or guardian of a student in the band program of a feeder school. This is typically a parent/guardian of a Junior High band student.
2. The Feeder School Representative may have an older child in the high school band, but this is not a requirement (or even a desired qualification) of this position.
3. The purpose of this role is to engage feeder school parents in the business of running the band so they may be more informed and actively engaged by the time they are in high school.
4. Represent the interests of the feeder school students, bands, and parents at all Executive Board and general membership meetings.
5. In collaboration with the secretary, provide communications to the parents and students of feeder schools.
6. Perform additional duties documented in the job description for the Feeder School Representative, subject to modifications as approved by a majority vote of the executive board.

A person elected to the position of Feeder School Representative does NOT have a requirement of being previously involved with the Pickerington Central Music Boosters organization.