



Plainfield Middle School Band Boosters

P.O. Box 602, Plainfield, IL 60544-0602

Supporting 5th thru 8th grade band students

We need your involvement!

The Middle School Band Boosters executive board has openings for the 2009-10 school year.

We are looking for parents that would be interested in serving on the band booster executive board. The Plainfield Middle School Band Boosters urgently needs to fill three executive board positions: *Treasurer, Secretary, Events Coordinator, and Vice President.* (Brief position descriptions are listed on the back of this sheet.)

We would like to have people in these positions prior to the end of the school year to keep the Band Boosters running efficiently and effectively.

These positions only involve about 5 –10 hours of your time per month during the school year. The only exception would be the need for additional help at a few special events and during the fall fundraiser.

The Plainfield Middle School Band Boosters benefits all students in 5th through 8th grade band district wide.

If you are interested in helping the Elementary and Middle School band program succeed, please talk with your child's band director about getting involved (see contact information below).

**Get involved today!
THANK YOU**

Position general descriptions

Vice President

Duties - Attend all monthly Executive Board and General Meetings; preside as President in his/her absence; assist President in all activities; coordinate activities among other various committees; assist in organizing and manning events.

Abilities – Should own a computer and have some knowledge of computers; have internet connection for circulating and receiving e-mails and responses; have transportation and availability to retrieve mail from Post Office Box at Downtown Plainfield location when necessary.

Treasurer/Treasurer Assistant

Duties – Manage and have custody of all the funds of the association; keep a full and accurate account of receipts and expenditures; make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association; present a financial statement at every monthly meeting of the association and at other times when requested by the executive board; make a full report at the monthly meeting at which new officers officially assume their duties; provide monthly school reports to each director; have the accounts examined according to the auditing procedures outlined in bylaws. Manage the association's bank account and either prepare and submit tax returns in a timely fashion, as needed; or assigns designee who is qualified to do so.

Abilities – Should own a computer and have some knowledge of computers as well as the preferred working knowledge of Quicken and Microsoft Excel or comparable/compatible application; have internet connection for circulating and receiving e-mails and responses; have transportation and availability to retrieve mail from Post Office Box at Downtown Plainfield location when necessary.

Secretary

Duties - Attend all monthly Executive Board and General Meetings; take accurate notes (minutes) regarding past, current and future events, including directors reports; type minutes and forward to all board members and directors; present/read minutes at meetings for approval; forward approved minutes to the Band Booster Website webmaster for posting; check Post Office Box regularly for all mail; forward/distribute mail accordingly at meetings; assist in organizing and manning events.

Abilities – Should have some knowledge of computers; possess some typing and note taking skills; have some working knowledge of Microsoft Word or comparable/compatible application; have internet connection for circulating and receiving e-mails and responses; have transportation and availability to retrieve mail from Post Office Box at Downtown Plainfield location.

Events Coordinator

Duties - Attend all monthly Executive Board and General Meetings. Assist with the planning, preparation, and execution of Band Booster related events including; 5th Grade Registration, Cookie Dough Fundraiser pick-up, Solo Ensemble food service, Honor Band dinner, etc.

Abilities – Outgoing, fun, and creative personality is a plus. Organization and planning skills.