



Ms. Min J. Kang
Director of Bands

Tucker Middle School
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Tucker, GA 30084
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TMS Band Boosters Executive Board & Committee Position Descriptions for 2018-2019

Executive Board Positions

President The group's leader—a decision-maker working closest with Ms. Kang to plan the major aspects of the year: Performances, requirements, needs, and logistics, then handling and/or delegating to the support group (other Board members and Committee chairs) to execute and report back. The President also creates the Agenda for General meetings, in tandem with Ms. Kang.

Vice President Supporting role to the President. Responsibilities may include creating agendas, running meetings, collaborating with Committees when the President is unavailable to do so. The VP also works to recruit volunteers and supplies approved content to Communications Committee.

Treasurer Creates a detailed, line-itemed budget and maintains monies throughout the fiscal year (July 1 - June 30). The Treasurer is responsible for receiving and making payments, maintaining the checking account and generating reports for Executive Board / General Meetings, providing transparency and explanation for all income and expenses related to Band Boosters

Secretary Responsible for taking Minutes at the Board and General Meetings, and overseeing approval of Minutes at every General meeting. All approved Minutes are to be forwarded to Communications Chair to post to the Band Boosters website for public access.

Committee Chair Positions

Parent Reps 6th, 7th & 8th Grades - Chaperones and coordinates kids with things like dress codes, to meals, performances, and more, as per Ms. Kang's requests.

Fundraising - Plan, promote, and execute fundraisers throughout the school year to help students fund their dues and the Spring Trip. Past Fundraisers Included selling of World's Finest Chocolate, Skate Nights and Spirit Nights at local restaurants. This Committee is encouraged to explore alternate or additional fundraisers as needed.

Hospitality - Planning for two annual events (The Fall Cookout and Awards Banquet) along with coordinating meals for special rehearsals and pre-performance at TMS.

Attire & Apparel - Maintenance and reordering of Band attire, including tracking Inventory in stock and ordering more as needed, assist students with correct sizing, sell to those who need new/replacement attire, and organize cummerbunds and bow ties.

Spring Trip Coordinator - Plans the annual trip taken around Spring Break. Next year's trip is tentatively slated to be to Orlando.

Communications - Distribute communications to Band parents via website (Word-press) and email blasts (Mailchimp) as needed/requested by the Board and Ms. Kang.