



College Station Cougar Band Boosters Job Descriptions

The President shall:

- a. Serve as the Executive Officer of the CSCBB and shall represent the interests of the organization, as necessary, to the Administration of CSHS, CSISD, Parent-Teacher-Student organizations of CSHS, and to the community.
- b. Preside at all meetings of the CSCBB and of the Officers.
- c. Countersign checks drawn on the CSCBB accounts in accordance with the requirements of these bylaws.
- d. Nominate individuals to serve as chairs for special committees not otherwise specified by these bylaws.
- e. Report actions of the Officers at each meeting of the CSCBB.
- f. Serve as custodian of the bylaws and see that each officer and standing committee chair is provided with a copy of the bylaws.
- g. Notify the Internal Revenue Service of any and all changes in sources of support, purpose, character, method of operation, name, address and amendments or changes in the bylaws. This shall be done in writing immediately upon changes being made.

The Vice President shall:

- a. Perform the duties of the President in the absence of the President or in case of the inability of the President to act.
- b. Assume the office of the President in the event of the resignation, termination or death of the President.
- c. Countersign checks drawn on the CSCBB accounts in accordance with the requirements of these bylaws in the absence of the President.
- d. Serve as a Representative of the Officers on any committee so appointed by the Officers.
- e. Serve as ex-officio member on all other committees.

The Secretary shall:

- a. Record, maintain and make available to any member, upon request, minutes of all meetings of the CSCBB and of the Officers.
- b. Post minutes of any meetings by electronic media no later than one (1) week after meeting.

- c. Maintain all records of the organization, except those that are specifically assigned to other officers or members.
- d. Conduct correspondence for the CSCBB and the Officers.
- e. Notify Officers of the location, date and time of each executive meeting.
- f. Notify Members of the location, date and time of each regular general or special general meeting.
- g. Maintain a roster of Officers and Standing Committee Chairpersons, including names, addresses and telephone numbers, and make it available to all members of the CSCBB at the first meeting of the school year. Revise said roster as necessary.
- h. Recruit and oversee committees related to photography, and submitting articles to local newspapers, TV and/or radio stations concerning announcements for the CSCBB programs and fund raising projects.

The Treasurer shall:

- a. Have custody of all CSCBB funds and pay all debts by check. All checks require two (2) signatures by authorized officers.
- b. Countersign checks drawn on the CSCBB accounts in accordance with the requirements of these bylaws.
- c. Prepare checks for payment requests made by the Officers or at the direction of the general membership within seven (7) days of approval.
- d. Maintain an accurate and permanent record of all receipts and disbursements.
- e. Present a report of current financial status at each regular general meeting of the CSCBB.
- f. Upon receipt of monthly statement from the bank, balance/reconcile the account with the statement within seven (7) days of the receipt of said statement, unless a regular general meeting of the CSCBB is scheduled within the seven (7) day period, then said shall be done before the next scheduled meeting.
- g. Surrender all books and records at the end of the term for an annual audit as prescribed by these bylaws and/or upon request of the Officers. (See Appendix "A" for Audit Procedures)
- h. Prepare Form 990, Return of Organization Exempt from Income Tax, on or before the due date of the return. It is the responsibility of the incoming Treasurer to prepare and file the required form with the Internal Revenue Service before the return due date. A copy of said return shall be incorporated into the minutes of the Officers prior to being filed with the Internal Revenue Service.
- i. Obtain W-9 forms from all parties paid for services.

- j. Send Form 1099MISC to all appropriate parties. (Normally any individual who receives \$600.00 or more for services from the corporation.)
- k. File Forms 1096 and 1099MISC, 8283, and any other forms required, with the appropriate Internal Revenue Service Center
- l. Collect the appropriate state sales taxes and file appropriate return with the Texas Comptroller of Public Accounts.
- m. Shall serve on Fundraising Committee

The following Chairpersons of the Standing Committees will serve at the direction of the Officers:

1. **Chaperone Chair(s)** - shall arrange for volunteers to chaperone band events.
2. **Fundraising Chair(s)** - shall direct a fundraising committee in coordinating and scheduling all the CSCBB fundraising activities. All fundraising must be presented in its entirety and approved by the Officers before implementing.
3. **Uniform Chair(s)** - shall issue, receive and inspect all uniforms each time they are used, and coordinate the laundering and altering of all uniforms.
4. **Membership Chair(s)** – shall coordinate band registration, maintain a list of current band students and boosters in Charms, assist with finding volunteers as needed for special events.
5. **Procurement Chair(s)** – shall assist and coordinate with Band Directors and other Chairpersons with procurement of supplies and food for events including but not limited to: home/away game meals and snacks, concessions stand sales (shirts, drinks, and snacks), Hot Dog Howdy food, etc. Will also work closely with Treasurer on financial accounting of funds related to events.

(Last Updated on April 12, 2016)

