

## SHS CHOIR BOOSTER BOARD Job Descriptions

NAME	TITLE	JOB DESCRIPTION
	President	Oversees entire Choir Board, run Board meeting, oversee all aspects of the SHSCB objectives, appoint all Committee Coordinators and name replacements for vacancies occurring in elected offices.
	Vice President	Preside in the absence of the President and shall automatically fill the unexpired term of the President, assist the President in carrying out the purposes of the SHSCB. Manage Charms (online communication), prepare and update the Choir Booster Student Handbook each fall and plan End of The Year Banquet.
	Secretary	Keep minutes of all Executive Board and general SHSCB meetings, maintaining a bound book of minutes, in general, perform all duties incident to the office of the Secretary and such other duties as may be assigned by the President or the Executive Board.
	Treasurer	Collect, receive, deposit all monies, pay authorized SHSCB bills, chair the budget committee, prepare the budget, monthly treasurer's reports, tax filing for fiscal year, close the SHSCB books at the end of each school year.
	Financial Secretary	Assist Treasurer and collect payments.
	Fundraising Coordinator	The Fund Raiser Coordinator shall research fund raising opportunities for SHSCB and present them to the Executive Board for approval. The Fund-Raising Coordinator will plan, implement, and supervise fund raising events.
	Fundraising Co-Chair	Assist Fundrasing Chair.
	Ticket Sales Coordinator	Organize ticket sales for all choir events using online system and day of event sales.
	Trip Coordinator	Work with Choir Director to plan, coordinate, and organize annual spring trips.
	Hospitality	Organize concerts and back-to-school night refreshments sales, along with theatre lobby decorations.
	Historian/ Publicity	Documenting all events (all choirs) with pictures for Facebook and SHS Choirs Website.
	Dickens Dinner Chair	Organize and coordinate Annual Dickens Dinner Event including dinner and silent-auction.

	Volunteer Coordinator	Recruit, organize and coordinate volunteers for chaperoning choir events, concerts, and other events as needed. Concert refreshment donations.
	Uniform Coordinator	Organizing and coordinating uniforms for all choirs, including T-shirts, and Dickens Dinner Costumes
	Sponsorship Chair	Obtain and organize sponsorships for the choirs.
	Concert Coordinator	Organizing and coordinating DVD sales, spirit wear, candy/flower grams on concert nights and other events.
Karen Garrett	Faculty Advisor	Choir Director