

STMA Band Booster Board of Directors Upcoming Election

Purpose of the Board

The Band Booster Board of Directors provides leadership, financial oversight, organization, fundraising and volunteer coordination in support of the band programs, students, directors, and families.

The STMA Band Boosters Board of Directors will be holding elections in October. The Board of Directors positions are held for a 2 Year Term.

If you would like to participate in the upcoming election for Board of Director's position's please complete the following for to be included in the election process: [STMA Band Booster Board of Directors – Election Participation Form](https://forms.cloud.microsoft/r/d7LqDgBMHZ) (<https://forms.cloud.microsoft/r/d7LqDgBMHZ>)

Officer Positions & Responsibilities

President

Primary Role

The President provides overall leadership for the Band Booster organization and serves as the primary coordinator between the Board, Band Director(s), school/district, parents, and other stakeholders.

Key Responsibilities

- Lead the Board and ensure the organization operates according to its bylaws and policies.
- Establish meeting agendas and preside over Board and general membership meetings.
- Work closely with the Band Director(s) to understand program needs and priorities.
- Coordinate the Board's annual goals, calendar, and major initiatives.
- Ensure Board decisions and commitments are followed through.
- Serve as the primary point of contact for school administration and other organizations.
- Delegate responsibilities to other Board members and committees.
- Help resolve questions, concerns, or conflicts that arise within the Booster organization.
- Ensure required organizational, nonprofit, and school-related responsibilities are completed.
- Provide continuity and leadership during transitions between Board members.

The President Should

Lead, coordinate, delegate, and provide direction — not personally manage every activity.

Vice President

Primary Role

The Vice President supports the President and provides leadership for specific projects, committees, or operational areas as assigned.

Key Responsibilities

- Assist the President with Board leadership and organizational planning.
- Preside over meetings when the President is unavailable.
- Help coordinate committees and major Booster activities.
- Take responsibility for special projects or initiatives assigned by the Board.
- Help monitor progress on action items between meetings.
- Support communication and coordination among Board members.
- Assist with planning the annual Booster calendar.
- Help recruit and develop committee chairs and volunteers.
- Provide additional leadership during major events, competitions, trips, performances, and fundraising activities.

Work with the Volunteer Coordinator to identify areas requiring additional volunteer support.

The Vice President Should

Be the Board's primary backup and project leader, helping turn Board decisions into action.

Treasurer

Primary Role

The Treasurer is responsible for the financial management, accountability, and reporting of the Band Booster organization.

Key Responsibilities

- Maintain accurate financial records.
- Manage the organization's bank accounts and financial transactions.
- Record income, expenses, deposits, reimbursements, and payments.

- Prepare regular financial reports for the Board and membership.
- Develop and monitor the annual Booster budget in cooperation with the Board.
- Track fundraising income and expenses.
- Ensure expenditures are properly authorized according to Booster policies.
- Process approved reimbursements and payments.
- Reconcile bank accounts regularly.
- Monitor the organization's financial position and cash flow.
- Prepare required financial information for tax filings, audits, reviews, or other regulatory requirements.
- Maintain appropriate financial documentation and receipts.
- Work with event and fundraising chairs to establish budgets and financial procedures.
- Help ensure appropriate financial controls, including separation of duties when practical.

The Treasurer Should

Protect the organization's financial health and provide transparent, accurate financial information to the Board.

Secretary

Primary Role

The Secretary maintains the organization's official records and ensures that Board and membership decisions are properly documented and communicated.

Key Responsibilities

- Record and distribute minutes from Board and general membership meetings.
- Maintain official Board records and organizational documents.
- Maintain the current list of Board members and committee chairs.
- Track motions, votes, and Board decisions.
- Maintain copies of bylaws, policies, procedures, and other governing documents.
- Distribute meeting agendas, minutes, and other official communications as appropriate.
- Maintain an organizational calendar in coordination with the President and Band Director(s).
- Track action items and follow up on outstanding Board responsibilities.
- Maintain historical records for future Boards.
- Assist with required organizational filings or documentation when assigned.

- Help ensure important decisions and policies are documented and accessible to future Board members.

The Secretary Should

Create the organizational memory of the Booster program so important information does not disappear when Board members change.

Volunteer Coordinator

Primary Role

The Volunteer Coordinator manages the recruitment, scheduling, communication, and coordination of parent and community volunteers needed to support the band program.

Key Responsibilities

- Develop and maintain a volunteer plan for the band season.
- Identify volunteer needs in cooperation with the Band Director(s), President, committees, and event chairs.
- Recruit volunteers through email, sign-up systems, meetings, social media, and other appropriate channels.
- Maintain a current volunteer database or roster.
- Create and distribute volunteer sign-ups for events and activities.
- Monitor volunteer participation and identify unfilled positions.
- Send reminders and confirmations to volunteers.
- Coordinate check-in and instructions for volunteers at major events.
- Help ensure volunteers understand their responsibilities before an event.
- Recruit volunteers for competitions, performances, concessions, fundraisers, uniforms, transportation support, hospitality, banquets, and other Booster activities as applicable.
- Work with committee chairs to determine staffing requirements.
- Develop a pool of backup volunteers for last-minute cancellations.
- Recognize and thank volunteers for their contributions.
- Help establish procedures that make volunteering easy and accessible for families.

The Volunteer Coordinator Should

Make sure the right number of people are in the right places at the right times — without making families feel pressured to volunteer for everything.

Fundraiser Coordinator

Primary Role

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The Fundraiser Coordinator oversees the Band Boosters' fundraising program, ensuring fundraising activities are organized, communicated, financially coordinated, and aligned with the needs and goals.

The Fundraiser Coordinator works closely with the **President, Treasurer, Band Director(s), committee chairs, students, and families** to develop and execute fundraising opportunities throughout the year.

Key Responsibilities

- Develop and maintain an annual fundraising plan in coordination with the Board of Directors.
- Identify and evaluate potential fundraising opportunities.
- Recommend fundraising activities to the Board for approval.
- Coordinate the planning and execution of approved fundraisers.
- Establish timelines, deadlines, goals, and responsibilities for each fundraising activity.
- Recruit and coordinate fundraising committee chairs and volunteers.
- Communicate fundraiser information, requirements, deadlines, and expectations to students and families.
- Coordinate with vendors and outside organizations involved in fundraising activities.
- Maintain fundraising calendars and ensure activities do not conflict with major band events.
- Track fundraising participation and progress toward established goals.
- Work with the Treasurer to ensure appropriate handling of money, deposits, payments, invoices, and expenses.
- Provide the Treasurer with necessary documentation and financial information for fundraisers.
- Evaluate the success of fundraisers, including participation, revenue, and expenses.
- Provide fundraising updates to the Board and membership.
- Maintain records of vendors, fundraising procedures, timelines, and lessons learned.
- Help ensure fundraising activities comply with Booster, school/district, and applicable organizational requirements.
- Develop opportunities that provide different ways for families and students to participate, recognizing that not every fundraiser will be appropriate or accessible for every family.

The Fundraiser Coordinator Should

Coordinate the fundraising program from planning through completion, while empowering committees and volunteers to carry out individual fundraising activities.