

Article VII: Duties of the Officer and Directors

1. President:
 - a. Call meetings as provided in the by-laws
 - b. Set the agenda and preside at all meetings
 - c. Serve as ex-officio member of all committees
 - d. Serve as liaison between the MBGB and the Band Directors
 - e. Assemble, as needed, committees to conduct the business of the organization
2. 1st Vice President:
 - a. Serve all the President's duties in the absence of the President
 - b. Serve as ex-officio member of all committees
3. 2nd Vice President:
 - a. Be responsible for all on-field and/or on-stage ancillary matters associated with the band's participation in special events and/or performances
 - b. Be responsible for the coordination of volunteers needed to carry out necessary duties, to include but not limited to:
 - i. Distribution of half-time drinks
 - ii. Distribution and collection of Marching Hat plumes
 - iii. Distribution and collection of water bottles
 - iv. Movement of Drum Major and Pit Equipment for half-time shows
 - v. Act as liaison between the MBGB and the Band Directors for matters pertaining to event support for the band
4. Secretary:
 - a. Record the minutes of all generals and Board of Directors meetings
 - b. Maintain the meeting sign-in lists
 - c. Be responsible for the posting and/or distribution of recorded minutes
 - d. Be responsible for archival of recorded minutes
 - e. Be responsible for maintaining all documents pertaining to the organization's operation

- f. Be responsible for any correspondence or acknowledgement letters for organization activities
- 5. Treasurer:
 - a. Have responsibility for all funds of the organization
 - b. Keep accurate accounts and records pertaining to the financial business of the organization, including but not limited to, all banking account records, receipts, and tax documents
 - c. Be responsible for the timely filing of all necessary tax documents
 - d. Report fully at each regular meeting, and at any other point as requested by the Board of Directors, on the financial status of the organization
 - e. Submit accounts on an annual basis or as requested by the Board of Directors, for audit
 - f. Be responsible for ensuring that necessary “seed money” is available at all organization functions that require cash on hand
 - g. Notify the bank of any changes in officers or authorized signatures on the account
 - h. Designate another member of the Board of Directors to collect funds at organization fundraising activities when not present personally
- 6. Concessions Director:
 - a. Be responsible for any concession stands/areas for which the organization has primary responsibility
 - b. Oversee all matters pertaining to operation of concession stands/areas including, but not limited to:
 - i. Menu development
 - ii. Product inventory
 - iii. Purchasing or delegation of purchasing inventory and supplies
 - iv. Coordination of volunteer duties
 - v. Submit for approval to the Board of Directors, those matters relating to concessions, which may be deemed to have a significant impact on the operation, organization, or fundraising ability of any concession stand/areas for which the MBGB has primary responsibility

7. Communications Director:

- a. Be responsible for the establishment and maintenance of the organization's annual membership roster
- b. Be responsible for establishment and maintenance of the organization's telephone tree
- c. Be responsible for the establishment of the organizations volunteer roster
- d. Be responsible for overseeing the timely reminder notification of event volunteers
- e. Act as liaison between the MBGB and the Band Directors for matters pertaining to communications for the Band and Guard
- f. Serve as the chairperson of the Communications Committee if such has been established. Annual establishment of this committee will be at the discretion of the Communications Director

8. Public Relations Director:

- a. Be responsible for timely submission of press notifications to area media (publications, newspapers, neighborhood association newsletters, TV and radio media) about band functions and special achievements
- b. Be responsible for solicitation of area businesses for donations, in-kind and monetary
- c. Oversee submission of organization articles for the Manor Band monthly newsletter if such newsletter exists
- d. Coordinate with MHS webmaster to include organization meeting agendas, minutes and other business activities on the MHS website
- e. Act as liaison between the organization and the Band Directors for matters pertaining to public relations for the band
- f. Serve as Chairperson of the Public Relations Committee if such has been established. Annual establishment of this committee will be at the discretion of the Public Relations Director

9. Fundraising Director:

- a. Be responsible for oversight of all fundraising activities (excluding concessions operations) sponsored by the organization. Specific activities will be voted upon by the general membership
- b. Other duties shall include, but are not limited to:
 - i. Research and development of fundraising activities
 - ii. Design, print and/or obtain all material necessary for the completion of each fundraising event
 - iii. Be prepared to fully report to the Board of Directors and the general membership as to the status of all ongoing fundraising activities
 - iv. Act as liaison between the organization and the Band Directors for matters pertaining to ongoing fundraising activities
 - v. Serve as the chairperson for the Fundraising Committee if such has been established. Annual establishment of this committee is at the discretion of the Fundraising Director

10. Director No. 1 and No. 2:

- a. Will serve as committee chair for any standing or ad hoc committees formed or will step in as one of the named Directors above in the event of the departure of a Director

11. Parliamentarian:

- a. Not be eligible to vote
- b. Attend all meetings and advise on the matters of parliamentary procedure
- c. Act as vote tabulator on all written and secret ballots