



Loveland High School Band Boosters

2016-2017 NOTICE OF ANNUAL MEETING AND ELECTIONS

The Loveland High School Band Boosters Annual Meeting will be held on Thursday, 21 April 2016 at 6 pm in the LHS Auditorium just prior to the 2016 Marching Season Show Reveal.

During the annual meeting a condensed version of the LHS Band Boosters Annual Report and financial status will be covered and Annual Election of Officers for the Executive Board of Directors will be held in compliance with our bylaws.

Your LHS Band Boosters Organization Needs You – Please consider volunteering to serve on the Board of Directors or as a committee chair! Key vacancies are: Corporate Donations Chair, Grant Accounts Finance Chair, Scrip Program Chair.

Deadline for Nominations – April 18th, 2016

If you are interested in running for one of the following elected voting board positions, please submit your name and your qualifications (a couple of sentences to introduce yourself and what skills and experience you bring to the position of interest) to the LHS Band Boosters Board Secretary, Nikki Miller via e-mail at brucenikkim@msn.com with copy to stevenjfoss@comcast.net

In addition to the need for executive board members, there are a number of committee chairs needed as outlined below. All board and committee chair positions expected to be vacant during our next annual period (which runs from 1 June to 31 May each season) will be highlighted below. Please consider these positions as a top priority.

The nomination deadline is necessary to prepare ballots in advance of the Annual Meeting.



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PRESIDENT

Duties include:

- Preside at all meetings of the Members. Serve as Chairman and preside at all meetings of the Board of Directors
- Have general and active control of the affairs and business of the corporation
- Perform general supervision of the Officers, agents and employees of the corporation
- Have the authority to sign all contracts and other instruments on behalf of the corporation, except as the authority may be restricted by resolutions of the Board of Directors adopted from time to time.
- Ensures that all Booster Board actions are in accordance with Band Booster bylaws

VICE PRESIDENTS (TWO POSITIONS) – EVENT BASED AND ONGOING FUNDRAISING

Duties include:

- Voting board member
- Coordination of existing fundraising activities
- Creation and planning of fundraising events (along with co-chair and committee members)
- Obtains appropriate school and district approvals required for fundraising activities
- Attends monthly Band Booster Board Meetings and any additional board meetings as needed
- Follows the Booster manual and calendar to plan for anticipated activities and events
- Coordination of facilities requests for building use, etc. per district policies
- Oversee fundraising committees and manage relationships with partners/vendors (i.e. Scrip, Sculpture in the Park, etc.)
- Soliciting additional volunteers to fill positions as needed, making those volunteers aware of their responsibilities and providing assistance as needed

VICE PRESIDENT - OPERATIONS

Duties include:

- Voting board member
- Coordinator for practice field maintenance, prop construction, pit equipment, maintenance of trailers, etc.
- Past duties have also included acting as the State of Colorado Bingo and Raffles license manager



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VICE PRESIDENT - COMMUNICATIONS

Duties include:

- Voting board member
- Oversees the LHS Band Boosters Organization websites and social media sites.
- Using the band Google group email distribution, sends timely communications to members regarding band activities
- Partners with Fundraising VP and/or committees to keep band calendar up to date with fundraising opportunities and linked to VolunteerSpot
- Prepares printed handouts/materials as needed for events and meetings
- Coordinates with the Press for release of band related events

SECRETARY

Duties include:

- Voting board member
- Keep the minutes and act as Secretary of all meetings of the Board of Directors
- Keep the minutes and act as Secretary of all meetings of the Members
- Be the custodian of the corporation records

TREASURER

- Voting board member
- Handles all Band Boosters funds with the support of the finance committee members, including deposits and outgoing checks
- Maintaining the accounting for each band group, according to the budget
- Maintaining student accounts; tracking all band program fees
- Attends monthly Band Boosters board meetings and any Band Booster membership meetings to present the financial report
- Have general supervision over the receipt and disbursement of all funds and securities of the corporation in coordination with the A/R, A/P, and Grant account chairpersons
- Keep or cause to be kept full and accurate accounts of all receipts and disbursements of the corporation
- Give a brief report of the financial condition of the corporation at regular meetings or the Board of Directors
- Whenever required by the Board of Directors or these bylaws, render or cause to be rendered financial statements of the corporation



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- File all required tax forms in accordance with governing law
- Ensure proper insurance for the organization in support of activities
- Ensure proper non-profit registration with Colorado State and Federal Government agencies as required

Consider These Other Opportunities to Volunteer

If you are not interested in a board position, but have time and talent to offer, chairing or participating in a committee might be right for you! Please consider volunteering for any of the following:

Items highlighted in yellow are in need of volunteers

Director Chairs

- Marching Uniforms and Band Symphonic Wear- Kima Allbee, kimadawn1@gmail.com.
- Lettering Points Coordinator- Fundraising VPs, fundraising@lovelandband.org.

Fundraising Chairs – We are requesting one or more freshman parents to train with the Fundraising VPs in preparation of the retirement of two board members. If interested, contact Missy Foss or Michel Meador, fundraising@lovelandband.org- examples fundraising activities:

- Bandwear – order coordination and distribution of Crimson Regiment show shirts and other band apparel for student and family orders. Contact: Amy Henderson, bandwear@lovelandband.org
- Grocery Gift Card Fundraiser- Kathleen Crowley, kandycrowley@comcast.net.
- Winter Guard Show- Contact Crystal Barrett, cbarrett1303@gmail.com.
- Chocolate Bar Fundraiser- Crystal Barrett, cbarrett1303@gmail.com.
- Sculpture in the Park Parking- organize a team of volunteers to assist with the LHS parking lot fundraiser for one weekend day per year, be available for full shift, track attendance of volunteers, and forward volunteer list to Fundraising VPs.
- Garage Sale- organize and supervise a team of parent and student volunteers, attend planning meetings prior to event (as needed), and forward list of volunteers to the Fundraising VPs.
- Poinsettia Sales for Sounds of the Season Concert- distribute poinsettia order forms, receive order requests, track all student sales, coordinate a team for plant pickup and deliveries, and forward sales data to Fundraising VPs.



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- Qdoba and TCBY Coupon Cards- distribute coupon sheets to students and parents that would like to sell cards, keep track of distribution/return/sold data, and forward information to Fundraising VPs.
- Parent Barbecue- assist Food Committee with menu, set-up, coordinate a team of volunteers to assist with serving and cleanup, and forward list of volunteers to the Fundraising VPs.
- Gully Greenhouse Concessions- organize a team of student and parent volunteers, set up, be available to assist with concession sales, forward a list of volunteer attendance to Fundraising VPs.
- Corporate Sponsorship- contact businesses online, email, phone, or in person to demonstrate and request sponsorship for our program, track interested businesses or individuals, follow up with businesses, and forward information received to Dave Garrels, 970-215-5141, operations@lovelandband.org.
- March-a-Thon (required student fundraiser)- organize teams of volunteers (one adult and four students per team), prepare team assignment and packet information, track attendance of all volunteers, and forward to the Fundraising VPs.
- Santa Breakfast (required student fundraiser)- organize a team of adults and distribute list of needs, assist your team with receiving business donations for the silent auction, attend planning meetings, track volunteer sign-in, and forward volunteer attendance list to the fundraising VPs
- Scrip Gift Card Coordinator- receive weekly delivery of gift card order, organize and distribute orders to families, and track student grant information and forward to Fundraising VPs monthly.

Communications Chairs:

- Webmaster
- Marketing Coordinator
- Fundraising Marketing

Operations Chairs:

- Crimson Crew – prop and pit crew during marching season. Contact Dave Garrels, operations@lovelandband.org.
- Food Committee- two committed volunteers needed for marching competitions and camps. We need one or more parents to take charge of providing salad items for all competitions and camps. We would also like to have one or more freshman parents to train with the Food Committee Chairs to prepare for position takeover when chairs' students have graduated. Contacts: Susie Babcock, scpbabcock@gmail.com, or Brenda Harju, bharju@comcast.net



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- Chaperones- contact Dave Creager, dcreager7@msn.com.

Finance Chairs:

- Accounts Receivable- Kari Valdez, kari_valdez@yahoo.com.
- Accounts Payable- Joel Henderson, joelh@q.com.
- Grant Accounts- Missy Foss, fundraising@lovelandband.org.