

SECTION 6 – DUTIES

All officers will perform the duties specified in the by-laws and/or delegated to them by the voting membership.

A. PRESIDENT

1. Will be the chief executive officer of the McQueen Band Parents Association.
2. Will preside at all meetings of the voting membership.
3. Will present a proposed calendar for the ensuing year to be voted on at the regularly scheduled meeting in June.
4. Will be a standing member of all committees.

B. PAST PRESIDENT

1. Will serve a 2-month term, April through May.
2. Will aid and teach the new president until the end of the school year.

C. FIRST VICE PRESIDENT

1. Will perform the duties of the President in his/her absence.
2. Will be a member of the Nominating Committee and chair the Awards Committee.
3. Before all Band Parents Association elections, will check with the Band Office to verify that all candidates are current on their Band and trip fees or have made formal payment arrangements with the Band Director.

D. VICE PRESIDENT / FUNDRAISING

1. Will chair the fundraising committee.
2. Will coordinate all fundraising activities for the Association.
3. Will coordinate Grant Writing on behalf of the Association.

E. RECORDING SECRETARY

1. Will record the minutes of all Association meetings.
2. Will prepare and distribute a monthly newsletter which will include notice of the time and date of the regular meeting as well as any special meeting of the voting membership.
3. Will have custody of all papers and records belonging to the Association unless otherwise specifically provided for.
4. Will have the right to delegate any of these duties.

F. MEMBERSHIP SECRETARY

1. Will collect all membership dues, transfer same to the treasurer, and keep all records pertaining thereto.
2. Will prepare and cause to be distributed to the officers and committee chairs a roster of all Association members both voting and partner as early in the year as possible.
3. Before all Band Parents Association elections, will verify that all candidates are paid voting members of the Band Parents Association.

G. TREASURER

1. Will have general charge and custody of the financial books and records.
2. Will receive, deposit and/or disburse funds as directed by the voting membership.
3. Will keep and maintain adequate and correct accounts of the financial transactions of the Association. A financial state will be provided to the membership in writing at each monthly meeting.

H. PARLIAMENTARIAN

1. Will ensure that all meetings are conducted in accordance with Robert's Rules of Order, a copy of which will be furnished.
2. Will be responsible for verifying the voting status of all meeting attendees.