

Duties of Officers

President

The President shall have the following duties:

1. He/She shall preside at all meetings.
2. He/She shall appoint all committees, and shall be ex-officio of all committees, except the Nominating Committee, or appoint Vice-President(s) in his/her place.
3. He/She shall have the power and duties usually vested in the office of the President.
4. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the Executive Board.

1st Vice President – Vice President of Operations

The 1st Vice President shall have the following duties:

1. He/She shall perform all duties of the President when the President is absent and when so acting shall have all the powers assigned.
2. He/She shall serve on the Visual Performance Committee and Events Committee as a member.
3. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

2nd Vice President – Vice President of Finance

The 2nd Vice President shall have the following duties

1. He/She shall perform all duties of the President when the President and the 1st Vice President are absent and when so acting shall have all the powers assigned.
2. He/She shall serve on the Finance Committee, Fundraising Planning Committee, and Fundraising Execution Committee as a member.
3. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

Recording Secretary

The Recording Secretary shall have the following duties

1. He/she shall record and maintain minutes from all meetings, including but not limited to Regular Meetings, Executive Board Meetings, and Special Meetings.
2. He/she shall maintain all Medical Forms and Emergency Forms as required by School Policy.
3. He/She shall make the minutes of the regular meeting available in a secure manner to the Corresponding Secretary at least one week prior to the next regular meeting.
4. He/She shall make the minutes of a special meeting available in a secure manner to the Corresponding Secretary at least 72 hours after the special called meeting.
5. He/she shall maintain a contact list of all parents with Background checks for chaperoning purposes.
6. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

Corresponding Secretary

The Corresponding Secretary shall have the following duties

1. He/She shall maintain all communications, including but not limited to Facebook, Website, and email.
2. He/She shall coordinate with Director to distribute message via paper or electronically to students during school year as needed.
3. He/She shall send the minutes of the regular meeting available in a secure manner to the general membership at least one week prior to the next regular meeting.
4. He/She shall send the minutes of a special meeting available in a secure manner to the general membership at least 72 hours after the special called meeting.
5. He/She shall be responsible for maintaining the Boyle County Marching Band Handbook.
6. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

Treasurer

The Treasurer shall have the following duties

1. He/She shall prepare a monthly report for all Regular Meetings.
2. He/She shall prepare an annual report for the Annual Meeting.
3. He/She shall prepare and maintain a regular book of accounts showing all funds received and all expenditures made by the Association.
4. He/She shall pay all expenditures as needed.
5. He/She shall ensure all deposits are presented to the bank.
6. He/She shall work with Associate Treasurer in a training capacity to prepare the Associate Treasurer to succeed Treasurer the following year.
7. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

Associate Treasurer

The Associate Treasurer shall have the following duties

1. He/She shall prepare and send all deposits to the Treasurer for review.
2. He/She shall record and report all monies received i.e., Fund Raising monies, Black Box and Pay Pal to Treasurer.
3. He/She shall shadow and learn from Treasurer in preparation to succeed the Treasurer for the following year.
4. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

Advisors to the Executive Board and General Membership

Parliamentarian

1. Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order. President may also call upon the Parliamentarian for clarification.
2. The Nominating Committee shall appoint a Parliamentarian to serve in term with the current officers.
3. The qualifications and term of appointment will be the same as the officers as well as resignation and removal.

Redbook Advisor

1. Any questions concerning Redbook procedure at meetings shall be determined by the Redbook Advisor.
2. Redbook Advisor will need to complete all training as provided by the Kentucky Department of Education which may include webinars, documents, and other material.
3. The Nominating Committee shall appoint a Redbook Advisor to serve in term with the current officers.
4. The qualifications and term of appointment will be the same as the officers as well as resignation and removal.