

## **Duties of Officers**

### **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.