



## Board Positions

1. **President**: The President shall preside at all meetings of the Executive Board and General Membership, shall appoint such committees as are necessary, and shall be the ex-officio member of all committees. The President shall represent (or shall appoint another officer to represent) TEMPO at the monthly meeting of the GUHSD Advocacy Group, aka PMAG, and to report back to the General Membership. The President shall meet regularly with the Band Director to ensure good communication and coordination.
2. **Vice President**: The Vice President shall preside in the absence of the President at any Executive Board and General Membership meetings. The Vice President shall meet with the Treasurer once each month to review the financial records. The Vice President shall be a standing member of the Ways and Means committee.
3. **Treasurer**: The Treasurer, with respect to the General Account, shall receive all monies paid to TEMPO, pay all duly approved debts, keep accurate account of all transactions, and give monthly reports to the Executive Board and at the General Membership Meetings. The Treasurer shall deliver regular Contribution Summary Reports to donors. The Treasurer shall give a semi-annual fiscal report and itemized monthly reports as called for, and shall present the books for review in December and June. The Treasurer shall meet with the Vice President once each month to review the financial records. The Treasurer shall meet with a tax preparer and present all appropriate documentation in a timely manner.
4. **Secretary**: The Secretary shall keep a record of all General Membership, Executive Board, and Special Meetings. A report of the minutes shall be presented at all meetings for ratification. The Secretary shall provide a sign-in sheet at all meetings to maintain a record of those in attendance. The Secretary shall maintain an up-to-date inventory of all items and equipment owned by TEMPO.
5. **Communications Chair**: The Communications Chair shall be responsible for all correspondence between TEMPO and its members, students, and parents. The Communications Chair shall maintain the TEMPO website. The Communications Chair is responsible for delivering messages in an appropriate manner via email, website posting, regular mail, and/or printed notices hung in the band room. The Communications Chair shall also maintain and make available to appropriate parties the contact information for TEMPO members, students, teachers, and advisors. The President shall approve all formal correspondence.
6. **Historian**: The Historian shall keep records of all events and activities of the department, gather all publicity (such as newspaper clippings, photos and videos), and maintain a scrapbook to document events in chronological order. The TEMPO scrapbook and video library shall be made available to all members at the year-end banquet. The scrapbook and video library shall become the property of TEMPO.

7. Parliamentarian: The Parliamentarian shall maintain the order of all meetings by following Robert's Rules of Order. The Parliamentarian shall ensure all business conducted by TEMPO conforms to the approved TEMPO By-Laws. The Parliamentarian, to the best of his or her ability, shall also be responsible for ensuring the business conducted by TEMPO is in accordance with all applicable state and federal law. The Parliamentarian shall direct a review of TEMPO By-Laws annually to insure they meet current 501(c) (3) Internal Revenue code for non-profit organizations. The Parliamentarian shall prepare the official ballot for Executive Board member elections and shall ensure the election is conducted in accordance with TEMPO By-Laws.
8. Ways and Means Chair: The Ways and Means Chair shall coordinate, with Board assistance, fundraising activities for TEMPO (Movies by the Lake concessions, concessions at various school events, car washes, recycling collection, eScrip, Aramark or other work-for-donation events, grants, etc.) The Chair may appoint subcommittees as needed, but is ultimately responsible for presenting opportunities for activities, and reporting on fundraising results, to the Executive Board and/or the General Membership, as appropriate. The Chair is ultimately responsible for ensuring all proceeds from fundraising activities are handled responsibly and delivered to the Treasurer.
9. Hospitality Chair: The Hospitality Chair shall be responsible for coordinating event meals and/or refreshments, as requested by Director. The Hospitality Chair shall be responsible for maintaining inventory and restocking (by purchase or parent donation) of waters, sodas and other supplies needed to accommodate requested meals and refreshments. The Chair shall provide list of volunteers and/or supplies needed during each Board and General Membership meeting. Hospitality Chair shall coordinate all social functions sponsored by TEMPO, including annual awards banquet.
10. Chaperone Coordinator: The Chaperone Coordinator shall be responsible for securing and managing an appropriate number of volunteer chaperones for all events, including football and basketball games, band competitions and parades, festivals, tours, and other events as requested by Director. The Chaperone Coordinator shall contact the Director and advisors to determine the fall and spring event schedules and the number of chaperones needed for all events, as well as be prepared for events added throughout the season. The Coordinator shall be responsible for ongoing organization of the chaperone closet, including restocking (by purchase or parent donation) of needed supplies. The Coordinator shall provide a list of volunteers and/or supplies needed during each Board and General Membership meeting. The Coordinator shall maintain the First Aid Kit and ensure it is available at all events.
11. Uniform Coordinator: The Uniform Coordinator shall be responsible for fitting and assigning band and guard uniforms in advance of the performance season and to ensure any necessary alterations or repairs are completed. The Coordinator shall make needed adjustments throughout the season. The uniform includes shirts, pants and hats. The Uniform Coordinator shall be responsible for insuring students properly hang and maintain uniforms between cleanings, including airing out uniform bags. The Uniform Coordinator shall be responsible for dry-cleaning of uniforms – vendor, cost, and interval shall be approved by the Executive Board.