



PHS Music Boosters Executive Board Job Descriptions (updated September 2025)

Most of these skills are needed to run a household with active students!

President – One year term – July 1 – June 30

Oversee the work of all the officers and committees according to the By-Laws, Goals and Standing Rules of the PHS Music Boosters Organization. Oversee the financial records and budget in coordination with the Treasurer. Report all action/activities of the board, and programs to the Director of the PHS Marching Band. Coordinate and preside over the meetings of the Executive Board and General Meetings. Act as a liaison within the school community, attending meetings as necessary, help with Boosters Concession Stand during the Football Season (this is the Boosters largest fundraiser, we need everyone to help). Other duties as requested by the Band Director.

Skills needed to hold this office/position:

- Ability to be a leader
- Motivational skills
- Creativity
- Good at follow-up
- Organizational skills
- Communication skills
- Flexibility and adaptability
- Willingness to help
- Ability to run a board meeting effectively and efficiently
- Maintain good relations with Music Directors, School personnel, and Parents
- Reliable e-mail connection – should have access and ability to check email daily
- Good verbal and written communication skills
- Computer-savvy –should be comfortable with basic word-processing and spreadsheet applications, sending attachments

Vice President – One year term – July 1 - June 30

Assist the President and shall perform the duties of the president in the absence or disability of that officer to act. Oversee chairs of Standing Committees; including but not limited to, fundraising, concession stand, spiritwear, indoor shows, scholarships, membership, PMEA, FOTA, helping with volunteers, budget, and plan for events. Attend monthly Board Meetings,

and General meetings, help in the Boosters Concession Stand during the Football Season (this is the Boosters largest fundraiser, we need everyone to help). Other duties as assigned.

Skills needed to hold this office/position:

- Ability to help coordinate multiple activities
- Ability to gather information from multiple people and sources, and summarize
- Ability to consider needs of all programs
- Ability to work with music directors and parents
- Basic budget skills
- Good communication skills
- Flexibility and adaptability
- Willingness to help
- Reliable e-mail connection – should have access and ability to check email daily
- Good verbal and written communication skills
- Computer-savvy –should be comfortable with basic word-processing and spreadsheet applications, sending attachments

Secretary – One year term – July 1 - June 30

Must attend the Board meetings, and General meetings. Takes minutes at the monthly Booster meeting, especially noting budgetary items that were approved and issues the minutes before the next Booster meeting. Keep a file of all recordings, communications and flyers. Help with the Boosters Concession Stand during the Football Season (this is the Boosters largest fundraiser, we need everyone to help). Other duties as assigned.

Skills needed to hold this office/position:

- Take minutes at the meetings.
- Pay special attention to motions and note down the specific wording.
- Maintain an attendance log of each meeting.
- Edit the notes minutes and send to the President within two weeks of meeting date.
- Attention to detail
- Computer and writing skills

Treasurer– One year term – July 1 - June 30

Attend the Board and General Meetings. Maintains the financial statements and 501c (3) non-profit status of the Booster organization. Oversee the Accounts Payable/Receivable, Deposits, Bank reconciliation. Prepare monthly reports. Each monthly report should include a budget, Cash flow, a Balance Sheet, a Budget Comparison of P/L, and a Transaction Detail. Ensures that all tax forms are filed in a timely manner. Budget projections when needed, Year End P/L. Maintain good standing with vendors, make payments in a timely manner. Responsible for cash boxes for all events, including ticket booths and concession stand. Help in the Boosters

Concession Stand during the Football Season (this is the Boosters largest fundraiser, we need everyone to help). Other duties as assigned.

Skills needed to hold this office/position:

- Accounting/Bookkeeping Background
- Flexibility and adaptability
- Willingness to help

Membership Representative – One year term – July 1 - June 30

Attend the Board and General Meetings. Membership position is busy in July to September. Maintain an up to date Members list. Brainstorm and set goals to increase membership. Promote attendance at the General Board Meetings. Set up and maintain a membership signup table during the PHS Band Uniform fittings in July/ August, provide membership forms, volunteer information, and collect member dues. Help in the Boosters Concession Stand during the Football Season (this is the Boosters largest fundraiser, we need everyone to help). Serve as a committee chair or project lead for one other program or project during the year. Other duties as assigned.

Skills needed to hold this office/position:

- Presentation skills – answer questions, give details on the Boosters.
- Good communication skills
- Attention to detail
- Computer and writing skills
- Flexibility and adaptability
- Willingness to help

Alumni Representative – One year term – July 1 - June 30

It is suggested that the Alumni Representative held an active role in the organization prior to taking this position.

The Alumni Representative is a parent of a graduate of PHS who wants to continue helping with the PHS Music Boosters organizations programs and responsibilities. Help on committees, and wherever else is needed. Attend the Board and General Meetings, help in the Boosters Concession Stand during the Football Season (this is the Boosters largest fundraiser, we need everyone to help). Serve as a committee chair or project lead for at least one program or project during the year. Other duties as assigned.

Skills needed to hold this office/position:

- Good communication skills
- Organization skills
- Flexibility and adaptability
- Basic computer skills
- Willingness to help

Class Representatives – One year term – July 1- June 30

- 9th Grade Class Representative
- 10th Grade Class Representative
- 11th Grade Class Representative
- 12th Grade Class Representative

A Grade Class Representative must have a student in that current grade who is also enrolled in either Band, Orchestra or Chorus, attend monthly Board meetings and General Meetings. Serves as the committee chair or project lead for at least one of the programs and/or events the PHS Music Boosters are responsible for. Help in the Boosters Concession Stand during the Football Season (this is the Boosters largest fundraiser, we need everyone to help). Other duties as assigned.

Skills needed to hold this office/position:

- Good communication skills
- Organization skills
- Flexibility and adaptability
- Basic computer skills
- Willingness to help