

DESCRIPTION OF RESPONSIBILITIES OF VIP BOARD POSITIONS

PRESIDENT	Works along and assists the band director. Coordinates between Vice-presidents, committee heads and band director(s) as needed. Ensures messages and general information (through phone tree and newsletters) reach parents. Steers the budgetary process. Delegates duties as necessary and is responsible for the general organizational leadership of the board.
1st VP	Responsible for the use, maintenance and upkeep of the transportation equipment. (i.e. carts, dollies, trailers). Responsible for setting up equipment for all hosted shows including tables, electric, floors, chairs and music equipment. Also, responsible to recruit and train parents to assist with field show props and equipment as needed. May also help with development of new equipment, as needed, by director(s) and designers.
2nd VP	Responsible for all fund raising activities of the general group. Coordinates fundraisers for General and student Individual accounts. Responsible to set up committees for each event. Also, coordinate parents, students and arrange facilities and materials as needed. Be able to work closely with Treasurer to keep track of student individual accounts.
TREASURER	Keeps records of all financial information for VIP. Maintains budget vs. actual records and prepares and files all necessary tax reports (federal, State and board of equalization). Reconciles bank accounts and reports on financial status to board and general membership/ Pays all bills and makes all deposits for VIP. Advises Director of outstanding fees owed by students. <i>Strongly recommend that person has experience with Excel and or Quick books and is flexible to the needs of the Director</i>
2nd TREASURER	<i>Usually this position is only for "trip" year.</i> Maintains records in regards to payments from students for that years trip. Also, maintains individual student accounts for trip fundraisers.
SECRETARY	Takes and maintains minutes for all Board and General meetings. Handles any correspondence for the board as needed.
JAZZ VP DRUMLINE VP COLORGUARD VP	Assist Director in the coordination of transportation of students and equipment for the respective group activities as needed. Works along director to set up hotel rooms, chaperones and air fare when needed. Acts as a liaison between the group and the board .
COMMUNICATIONS	Responsible for maintaining the Tiger Regiment Website. Also, responsible for communicating all activities and updates of information to all band students and parents through emails and newsletters.