



LAKE RIDGE HIGH SCHOOL BAND BOOSTER CLUB APPLICANTS

The Lake Ridge High School Nominating Committee is presently taking applications for the 2012-2013 Executive Board. If you would like to be a part of our Band Booster Board, please complete this form and return it asap.

This is a brief summary of the duties of the officer positions we are filling:

____PRESIDENT: Preside over all meetings, coordinate the work of the officers and committees of the organization in order the objectives are met. Enforce bylaws. Ensure activities are supporting the Lake Ridge Band program. Assist the Band Directors.

____1st VICE-PRESIDENT/Budget, Finance: Chair fund raising committees. Act as aide to President, reside over meetings in the absence of the President. Present proposed budget at the first regular meeting of the fiscal year.

____ 2nd VICE-PRESIDENT/Volunteers, Committees: Solicit volunteers as needed. Form fund raising committees and assign chairpersons, as approved by the band directors. Assist the President. In the absence of the 1st VP, the 2nd VP will assume the responsibilities.

____SECRETARY: Keep accurate records of all proceedings. Handle correspondence appropriately. Check mailbox weekly. In the absence of the President, 1st VP and 2nd VP, the secretary shall assume the responsibilities.

____TREASURER: Coordinate efforts relating to meeting minutes, newsletter, any notices or related communication. Collect monies and make deposits. Prepare treasurer's report for meetings. Maintain tax related documents.

____PARLIAMENTARIAN: Be versed in by-laws and Roberts' Rule of Order. Maintain order and control over meetings.

____VOLUNTEER: Non-board position. Helps board positions with activities throughout the year.

Name

Phone Number

e-mail address

Please complete this form, denoting which position you are interested in by Monday, May 21st to Callie Farr.

Scan to: cfarrclermont@yahoo.com

Fax to: 682.518.9686 or call: 682.429.9424

LAKE RIDGE HIGH SCHOOL BAND BOOSTER CLUB NEEDS YOU!

Come be a part of our new school.