

## **Barrington High School Fine Arts Boosters Position Descriptions**

All members serve a term of July 1 – June 30, attend Board meetings regularly, and submit a Year End report annually.

### **EXECUTIVE OFFICERS**

**President** - shall preside at all meetings of the organization and shall be a member ex-officio of all committees. Has primary responsibility for upholding the Fine Arts Boosters bylaws.

**Secretary** - shall keep a correct record of all meetings of the organization and of the Executive Committee. The Secretary shall conduct the correspondence of the organization and notify members of meetings. Approved minutes shall be sent to the Website manager.

**Treasurer** - shall be the custodian of the organization funds and shall make disbursements of the items passed by the Board of Directors. The Treasurer shall file all receipts and keep a balanced account in the name of the organization. The Treasurer shall make available a full report of the year to the Board of Directors. The Treasurer shall be Chairman of the Finance Committee, said committee to be responsible for establishing an estimated annual budget for approval by the Board of Directors. The Treasurer shall ensure that an Annual Review of the organization's financial records is performed by a Certified Public Accountant and that all federal and state income tax returns are filed each year in a timely manner. The Treasurer shall also ensure the filing of annual reports on behalf of the corporation with the Illinois Secretary of State, and the filing of all other reports required as a 501(c)3 organization as well as any other financial reports required by the State of Illinois and Barrington 220.

### **STANDING COMMITTEE CHAIRPERSONS**

**Advisor** – The immediate past president or his/her appointed alternate. Assist with transition and advise as necessary.

**Alumni Rep** - Represent prior BHS Fine Arts Boosters members; assist Fine Arts Administrative Assistant with gathering/ maintaining contacts in database for use by Membership, Citrus Fundraiser, and other committees as needed; assist committees in distributing communications to former FAB members; attend Back-to-School-Night to help at membership table.

**Citrus Fundraiser** – Oversee all aspects of the annual Citrus Fundraiser. Duties include serving as vendor liaisons, updating document/order form and printing, processing customer & student orders, preparing deposits for FAB Treasurer, managing the citrus distribution, and preparing final reports. (3 positions)

**Concessions** – Oversee all aspects of concessions operations for Fine Arts events. Purchase all the refreshments (water and treats); provide the "cash" drawer for making change and counting, collect and balance all the monies at the beginning and end of each day; ensure the refreshments and monies are locked up during intermission- never

## **Barrington High School Fine Arts Boosters Position Descriptions (cont.)**

leaving anything out. Deliver cash for deposit to the treasurer and provide records so that monies can be distributed back to each appropriate discipline (2 positions)

**Membership** – Oversee all aspects of annual membership drive, including preparation of promotional materials that state the purpose of Fine Arts Boosters, the benefits of membership, and the ways in which one may become a member. Collect photos representing the various disciplines of Fine Arts for inclusion in the promotional materials. Meet with graphic designer to establish print deadlines for any brochures or posters needed. Coordinate with Publicity Committee to promote membership through electronic media including social media. Staff a table at Back-to-School Night to promote membership. (Involve parents of graduated seniors to ensure that current parents are able to attend teacher presentations in class walk-throughs.) Develop and maintain a system to capture member information. Provide monthly reports to FAB Treasurer of memberships and monies received. Maintain a Membership Kit in the Box Office, which holds all the necessary materials to staff a table at Fine Arts events. Assign a parent to make a brief announcement at every major Fine Arts event to inform attendees of FAB and how to join. Email each member to confirm his or her information and provide required tax language. (3 positions)

**Nominating Committee** – Appointed by the President each fall, the Members of the Nominating Committee determine which Executive Officer and Committee Chairperson positions will be open for the next year. The open positions must be communicated to the Fine Arts Booster Board and the Fine Arts parent community at large (via email blasts and website postings) and include a Fine Arts Booster Board Interest Form and the Executive Officer and Standing Committee Chairpersons Position Descriptions. The Nominating Committee will set a deadline in which to receive the Interest Forms. Once the Interest Forms are gathered, the Nominating Committee will develop the Slate of Officers to present to the Fine Arts Boosters Board at the April meeting. The Nominating Committee also coordinates with discipline teachers the appointment of Fine Arts Discipline Representatives to the Board.

**Playbill** - Solicit sponsorships for the "Playbill" program to be used for the theatre season. Solicit business/organization sponsorships prior to the season in order to publish in program for entire season. Assist each show director to solicit patron/parent sponsorships for each show. Coordinate with Director of Fine, Visual, and Performing Arts and Print & Web Design Coordinator to collect content and payment.

**PTO Representative** - Serve as PTO Representative and attends both PTO and FAB meetings, inform both the PTO and FAB about all scheduled activities and related information, and prepare Fine Arts articles for PTO publications and website.

**Publicity** - Publicize information about BHS Fine Arts-related events and activities. Promote theatre season and other performances and exhibits. Place information and articles in local print and electronic media. Coordinate with Director of Fine, Visual, and Performing Arts for placement in Barrington 220 and BHS media. Develop a social media presence for the BHS Fine Arts using Facebook, Twitter and other social media

## **Barrington High School Fine Arts Boosters Position Descriptions (cont.)**

platforms to communicate to fine arts students, parents and the community at large. Work closely with Director of Fine, Visual and Performing Arts to decide on content and frequency of communications.

**Scholarship** – Coordinate all aspects of administering Fine Arts student scholarships and stipends for which funds are held by the Fine Arts Boosters. Coordinate with Director of Fine, Visual, and Performing Arts and Publicity committee to communicate the parameters for applying for scholarships to students in the Fine Arts Department. Scholarships include three stipends for private lessons, camps, and workshops (one in the fall semester, one in the spring semester, and one for summer camp/workshop). Coordinate all aspects of a larger scholarship for students attending Interlochen Music Camp in Interlochen, Michigan. Coordinate with BHS Counseling Resource Coordinator for the Nancy Kozel-Tobison Scholarship. Participate on the Nancie Kozel-Tobison Scholarship committee.

**Student Board** - Facilitate Fine Arts Student Board Meetings. Provide mentorship to students. Student Board assists at Back to School Night and Eighth Grade Fine Arts Open House, and hosts two Fine Arts events (e.g., Fine Arts Fun Fair).

**Webmaster** - Maintain the Fine Arts Boosters website. Update website calendar. Upload monthly FAB Board meeting minutes. Update website material as requested by other FAB committees.

### **FINE ARTS DISCIPLINE REPRESENTATIVES**

Fine Arts discipline teachers appoint representatives to serve as non-voting Fine Arts Boosters Board members and as liaisons between the discipline and the Board. Each discipline may appoint a maximum of two representatives. Representatives serve a one-year term; this term may be extended based upon request of the classroom teacher.

The primary responsibilities are as follows:

- Attend the monthly meetings of the Fine Arts Boosters Board and actively participate in a Fine Arts Boosters Board Committee or project.
- Ensure that the needs of the discipline are represented to the Fine Arts Boosters Board. Work with the teacher and the Director of Fine, Visual and Performing Arts regarding requests of financial assistance for funding workshops, training, costumes, etc. as deemed a legitimate request by the discipline represented.
- Communicate all upcoming events and activities to garner greater support of the Fine Arts Board to the Department/Discipline.
- Ensure that the mission and strategies of the Fine Arts Boosters Board are brought back to the faculty responsible for the discipline.

## **Barrington High School Fine Arts Boosters Position Descriptions (cont.)**

- Ensure that communication between the Fine Arts Boosters Board and the discipline are timely and complete.
- Ensure that the discipline is supportive of the fundraising efforts of the Fine Arts Boosters Board.

Disciplines to be represented include all Fine Arts Department disciplines: Band, BHS TV/238 Studios, Choir, Dance, Drama, Orchestra, and Visual Arts\*

\*(If necessary can be represented separately – i.e. 2D, 3D, Drawing & Painting, Photography, Ceramics, metals, woods, etc.)

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