

# Hillsdale Music Department Parent Association

a California Nonprofit 501c3 Corporation

**Elected Positions: President, Vice President, Secretary, Treasurer and up to six (6) members-at-large who serve on the Board of Directors.**

## President

The president is the chief executive officer of the Association. The president supervises and controls the affairs of the Association on a day-to-day basis including the activities of the other officers and various committee chairs. He or she shall perform all duties incident to the office, as prescribed by law, the articles of incorporation and bylaws of the Association, or as prescribed from time to time by the Board of Directors. Serves on the Board of Directors. Unless another person is specifically appointed as chairperson of the Board, he or she shall preside at all meetings of the Board

## Vice President

In the absence of the president, the vice president shall perform all the duties of the president, and may have other responsibilities as directed by the Board of Directors.

## Treasurer

Executes the financial affairs of the Association, maintains financial records, and presents a monthly financial report to the Board of Directors. Develops a working budget and provides oversight to the Student Accounts Coordinator. Serves on the Board.

## Secretary

Keeps minutes of all Board and Committee meetings, and maintains the records of the Association. Serves on the Board.

## Members at Large, Board of Directors (up to 6)

Represent the interests of all parents and the Association on the Board of Directors. Attend monthly Board meetings. May serve on committees or chair special projects in addition to serving on the Board. An ideal Board includes people with varied backgrounds & perspective. Up to 2 Board seats may be filled by Association alumni.

## **Appointed Committee Chairs and other Positions:**

### Fundraising Coordinator

Coordinates fundraising activities, serves as the committee chairperson for fundraising events

### Student Accounts

Maintains student accounts via attentive data entry, generates student statements monthly

### Uniforms & Attire Coordinator

Coordinates orders and loaner closet for all instrumental music attire

### Correspondence & Communications

Writes weekly 'Upbeats' newsbrief in conjunction with music director

### Email & Website

Maintains and coordinates email services provided via Constant Contact.  
Maintains the [www.huskymusic.org](http://www.huskymusic.org) website

### Hospitality

Coordinates sponsorship recognition, event pre-parties, and refreshments at Concerts

### Donations

Coordinates boxtops, eScript, and recycling programs

### Event Travel Coordinator

Schedules bus transportation, security, hotel and meal accommodation for overnight trips

### Auditor

Conducts a complete audit of the financial records of the Association twice each fiscal year, and presents a written report to the Board

### Media Production & Sales - CD/DVDs

Assists with the production, promotion, and sales of CDs and DVDs

### Music Librarian

Assists the music director with maintaining organization of the music library

### Parliamentarian

Give advice in parliamentary procedure as necessary

Historian

Produces, assembles, and preserves record of student and Association activity and achievement

Year-end Banquet

Coordinate the Year-end Banquet

Drumline Coordinator

Assists the instructor with activities and communication

Jazz Coordinator

Assists the instructor with activities and communication

Orchestra Coordinator

Assists the instructor with activities and communication