

Operations & Transportation:

The Operations & Transportation committee is responsible for the care of equipment and trip activities. The Operations & Transportation committee shall consist of the Operations & Transportation Chairperson, the Pit Crew Leader, the Props Manager, and other booster members as needed to fulfill the duties of the committee. The Operations & Transportation Chairperson shall chair this committee.

Finance:

The Finance committee is responsible for the budget, yearly audit and coordinates all funds. The Finance Committee shall consist of the Treasurer, Fundraising organizers, the Concessions Coordinator, Scrip Coordinator, and the Band Directors. The Financial Committee shall recommend fiscal policies, oversee the financial operations, supervise fundraising activities, and with the help of the treasurer, prepare an annual budget to be presented for review at the April meeting to be voted on at the next scheduled meeting. The Finance Committee shall arrange for necessary federal and state reporting, and review of the financial records as requested by the organization, but no less often than at the change of treasurer. The Treasurer shall chair this committee.

Public Relations:

The Public Relations committee shall be responsible for keeping the Cedar Springs Music programs in the public eye through an internet website, newspaper releases, newsletters, school bulletin boards, posters, radio, and whatever media is available. The committee shall include the Public Relations Chairperson, the secretary, band photographer, webmaster and other Booster members to assist in fulfilling the duties of the committee. The Public Relations Chairperson will chair this committee.

Student Activities:

The Student Activities committee shall be responsible for the various activities that directly involve or affect students. The Student Activities committee shall consist of the Student Activities Chairperson, the Uniform Coordinator, Volunteer Coordinator, and other members of the Boosters to fulfill the duties of the committee. The Student Activities Chairperson shall chair the committee.

The Chairperson of Operations & Transportation:

The Chairperson of Operations & Transportation shall be responsible for:

- Recruitment and scheduling of qualified drivers for the pit carts and the equipment trailers.
- Coordinating repair and maintenance activities on equipment.
- Recruitment, appointment and overseeing the activities of a Pit Crew Leader and a Props Manager.
- Making all necessary arrangements for equipment, instruments and prop movement for performances, practices and events.
- Working with the Band Trip Coordinator to ensure transportation needs are met for students, chaperones and equipment.

The Chairperson of Finance:

The Chairperson of Finance is the Treasurer. The Chairperson of Finance shall be responsible for:

- Planning and coordinating fund raising activities to implement requirements of the budget
- Coordinating subcommittees for all standing and new fundraising events
- Assessing the opportunities for new fund raising programs
- Recruiting, appointing and overseeing a Scrip Coordinator, a Concessions Coordinator and a Fundraising Coordinator.

The Chairperson of Public Relations:

The Chairperson of Public Relations shall be responsible for:

- Development, production and distribution of newsletters, press releases, and articles for the purposes of promoting band performances and events, booster meetings and other activities of public interest.
- Recruiting, appointing and overseeing a Website Coordinator and Band Photographer
- Promoting Music in Our Schools month
- Reserving, developing and staffing the community night booth

The Chairperson of Student Activities:

The Chairperson of Student Activities shall be responsible for:

- Recruiting, appointing and overseeing a Uniform Coordinator, Volunteer Coordinator, and a Rookie Liaison
- Developing and implementing the High School Band Awards Night
- Developing, producing and hanging of locker decorations for all HS band students before major events
- Arranging for chaperones for the various events and performances