

## APPLAUSE BOARD POSITION DESCRIPTIONS 2007-2008

Position	Description
President	<ul style="list-style-type: none"> <li>▪ Generally oversees all board activities</li> <li>▪ Directly oversees Newsletter and Publicity</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>▪ Produces and distributes monthly board minutes, sends slate to members for annual meeting</li> <li>▪ Oversees Hospitality and Spaghetti Dinner</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>▪ Maintains checking and savings accounts, provides monthly statement to board, handles not-for-profit registration and annual filings</li> <li>▪ Oversees Decorations, Ushers, and Music Display Case</li> </ul>
VP Development	<ul style="list-style-type: none"> <li>▪ Handles grants &amp; gifts: confirms policy at beginning of year, solicits grant requests, reads grant requests at deadline meeting, summarizes grant requests for minutes, presents grants for voting, ensures approved grants are paid on a timely basis</li> <li>▪ Oversees Team Parents, Citrus Sale, and Uniforms</li> </ul>
VP Membership	<ul style="list-style-type: none"> <li>▪ Solicits membership from parents via late-summer letter, open house, and sign-ups at concerts; develops and maintains membership and volunteer database, provides mailing labels, provides membership list for publication in concert programs</li> <li>▪ Oversees Student Recognition and Grammy Night</li> </ul>
Citrus Sale (chair & co-chair)	<ul style="list-style-type: none"> <li>▪ Works with directors to coordinate citrus sale fundraiser that enables students to earn money toward their annual trip. Even-numbered years are chorus years for the trip; odd-numbered years are band/orchestra years. Chair should be a parent from the group that is going that year; co-chair should be from the other group and should become chair the next year</li> </ul>
Decorations	<ul style="list-style-type: none"> <li>▪ Concert decorations on stage and podium; includes all concerts plus Percussion Festival, Jazz Festival, and Honors Competition</li> </ul>
Grammy Night	<ul style="list-style-type: none"> <li>▪ Coordinates program, awards, decorations, and hospitality for year-end recognition/roast program for seniors</li> </ul>
Hospitality Band/Jazz/ Percussion Orchestra Chorus	<ul style="list-style-type: none"> <li>▪ Provide postconcert receptions (water, cookies): recruit and coordinate bakers and servers, requisition tables and kitchen supplies, purchase paper goods, set up reception, clean up after, leave materials in good order for next person</li> <li>▪ Jazz Concert, Jazz Festival, and Percussion Festival are handled by band hospitality; Honors Competition is handled by chorus and orchestra hospitality</li> </ul>
Music Display Case	<ul style="list-style-type: none"> <li>▪ Publicizes music program and students in LFHS display case</li> </ul>
Newsletter	<ul style="list-style-type: none"> <li>▪ Meets with music directors to plan issue, solicits and writes articles, lays out newsletter, has it printed, arranges mailing</li> </ul>

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Publicity	<ul style="list-style-type: none"> <li>▪ Gathers news from directors and Applause board, provides material to Joy Murawski for school communications and Lake Forester, coordinates community sign postings for concerts and Citrus Sale</li> </ul>
Spaghetti Dinner (chair & co-chair)	<ul style="list-style-type: none"> <li>▪ Plan and carry out Spaghetti Dinner fundraiser in conjunction with Holiday Concerts</li> <li>▪ Subcommittees: Ticketing, Decorations, Raffle, Food, Volunteers</li> </ul>
Student Recognition	<ul style="list-style-type: none"> <li>▪ Summer Scholarships: Develops and distributes application and letter, coordinates selection process, fall follow-up and check requisition</li> <li>▪ Senior Scholarship: Liaison with school administrator, develops and distributes application and letter, coordinates selection process (with subcommittee per guidelines), check requisition</li> <li>▪ Lesson Scholarships: Liaison with teachers, check requisition</li> <li>▪ Procures medals and awards for directors to distribute</li> </ul>
Team Parents Band (including percussion) Orchestra Chorus Jazz	<ul style="list-style-type: none"> <li>▪ Bring treats day after concert to recognize students' efforts, make Applause announcements in class as needed, may provide Publicity and Display Case with pictures or announcements</li> <li>▪ Band team parents may provide support for other curricular band events</li> <li>▪ Jazz team parent has many duties different from those of the ensembles</li> </ul>
Uniforms	<ul style="list-style-type: none"> <li>▪ Distributes uniforms during registration/book buy, maintains inventory records, collects uniforms at end of year, arranges for cleaning</li> </ul>
Ushers	<ul style="list-style-type: none"> <li>▪ Coordinates ushering and distribution of programs at concerts; uses student volunteers</li> </ul>