

APPLAUSE BOARD POSITION DESCRIPTIONS

Position	Description
President	<ul style="list-style-type: none"> ▪ Generally oversees all board activities ▪ Directly oversees communications activities ▪ Directly communicates with directors and academic director
Secretary	<ul style="list-style-type: none"> ▪ Produces and distributes monthly board minutes, sends slate to members for annual meeting. Communicates with Applause Board on behalf of the co-Presidents.
Treasurer	<ul style="list-style-type: none"> ▪ Maintains checking and savings accounts, provides monthly statement to board, handles not-for-profit registration and annual filings.
VP Communication	<ul style="list-style-type: none"> ▪ Publicizes the activities and events sponsored by the Applause Board to the LFHS community. Works with other VP's to promote membership and fundraising activities. ▪ Oversees the maintenance of the Applause web-site, coordinates publicity material for the newsletter and display case. 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.
VP Membership	<ul style="list-style-type: none"> ▪ 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.
Hospitality Band/Jazz/ Percussion Orchestra Chorus	<ul style="list-style-type: none"> ▪ Provides post concert 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. ▪ Jazz Concert, Jazz Festival, and Percussion Festival are handled by band hospitality; Honors Competition is handled by chorus and orchestra hospitality
Newsletter	<ul style="list-style-type: none"> ▪ Meets with music directors to plan issue, solicits and writes articles, lays out monthly newsletter
Student Recognition	<ul style="list-style-type: none"> ▪ Summer Scholarships: Develops and distributes application and letter, coordinates selection process, fall follow-up and check requisition ▪ Senior Scholarship: Liaison with school administrator, develops and distributes application and letter, coordinates selection process (with subcommittee per guidelines), check requisition ▪ Lesson Scholarships: Liaison with teachers, check requisition ▪ Procures medals and awards for directors to distribute
Citrus Sale	<ul style="list-style-type: none"> ▪ Works with directors to coordinate citrus sale fundraiser that enables students to earn money toward their annual trip; 2008-2009 will be a band/orchestra trip at spring break

Position	Description
Spaghetti Dinner (chair & co-chair)	<ul style="list-style-type: none"> ▪ Plan and carry out Spaghetti Dinner fundraiser in conjunction with Holiday Concerts <p style="text-align: center;">Subcommittee: Ticketing, Decorations, Raffle, Volunteers</p>
Music Display Case	<ul style="list-style-type: none"> ▪ Publicizes music program and students in LFHS display case
Uniforms	<ul style="list-style-type: none"> ▪ Distributes uniforms during registration/book buy, maintains inventory records, collects uniforms at end of year, arranges for cleaning
Concert Ushers	<ul style="list-style-type: none"> ▪ Coordinates ushering and distribution of programs at concerts; uses student volunteers
Grammy Night	<ul style="list-style-type: none"> ▪ Coordinates program, awards, decorations, and hospitality for year-end recognition/roast program for seniors
Team Parents Band (including percussion) Orchestra Chorus Jazz	<ul style="list-style-type: none"> ▪ Bring treats day after concert to recognize students' efforts, make Applause announcements in class as needed, facilitate student recognition, may provide Publicity and Display Case with pictures or announcements ▪ Band team parents may provide support for other curricular band events