



## **CYPRESS RANCH CHOIR PARENTS ASSOCIATION 2023-2024 EXECUTIVE BOARD MEMBER APPLICATION**

*ALL Board Positions are VOTING positions & as a member you are expected to try and attend all board meetings. Our Executive Board meets monthly during the school year.*

### **PRESIDENT:**

Responsible for presiding over all meetings of the organization and of the Executive Board. The President is also responsible for overseeing & delegating the activities of the other Chair Members, Committees, and all Events.

### **VICE PRESIDENT:**

Responsible for working with the Fundraising Chair or Chairs for all fundraising activities of the organization and serves as the head of Fundraising for the organization. In the absence of the President, the VP will preside over the meetings and assist the President with other duties and responsibilities as needed throughout the year.

### **FUNDRAISING:**

#### **CO-CHAIR:**

Responsible for working with the VP & fundraising committee in CHAIRING as well as supporting fundraisers conducted throughout the school year.

### **TREASURER:**

#### **CO-CHAIR:**

Responsible for Maintaining the financial records of the organization, including presenting the Treasurer's report at each meeting & working closely with the Cashier as well as the Directors.

### **CASHIER:**

Responsible for going to the school on Frequent basis when funds are coming in from the students to empty the safe, collect, count the money, make the deposits & give the information to the Treasurer. The cashier will also help assure tax exempt statuses at frequented stores for our purchases.

### **SECRETARY:**

Responsible for recording the minutes of the Executive Board meetings, compiling the minutes, & emailing to each Executive Board Member within a reasonable amount of time after each meeting. Will also work with the President & Vice President as needed throughout the year for Events & Activities.

**HOSPITALITY:**

**CO-CHAIR:**

Responsible for all choir events requiring the purchase and/or consumption of food or beverages, including concession stands at any event throughout the year. Also coordinates the provisions of goodie bags to the students before all-state competitions or as requested by the President or Directors.

**CONCERT LOGISTICS:**

**CO-CHAIR:**

Responsible for the logistics at each choir performance; organizing ticket sales, setting up the front of the house with tables, spirit wear sales, reserving sponsor seating in the auditorium, & assigning Volunteers for the performances.

**SOCIAL EVENTS & SWAG COORDINATOR:**

Responsible for coordinating, organizing, setting up, & taking down all swag for each event or concert including Choir Corral. Work with the Directors as well as the President on Social Events including food, water, setup, takedown, & Volunteers for each Social Event. This also includes Swag Inventory as needed throughout the year, Filling all Orders in the safe or from the Treasurer, & Distribution of Swag.

**SIGNUPGENIUS & VOLUNTEER COORDINATOR:**

Responsible for updating, changing, creating, & adding SIGNUPGENIUS signups for Volunteers as well as the Choir Concert Wishlist as needed throughout the year, then sending current link to the President for Charms Emails to be sent out. Assist the President & Vice President on Publicity & Communications for the Choir.

**FOOD PROCUREMENT COORDINATOR:**

**CO-COORDINATOR:**

Responsible for acquiring/seeking donations &/or purchases of food for Concerts, The Choir, & Events we have or host. Will work with the Vice President & Fundraising Chair or Chairs throughout the year.

**BANQUET & HOMECOMING FLOAT COORDINATOR:**

Responsible for working with the President & Vice President on Banquet options & quotes. Presenting proposals for approval, contracts, & payments. Work with Leadership Council on the Homecoming Float decor. Also, assist with the details for Banquet including décor, the tables, food, desserts, drinks, & ticket sales.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell phone#: \_\_\_\_\_

Choir Student/Students: \_\_\_\_\_