

IBCF Officers **Officers Overview**

Elected Officers

The Ironwood Band Community Foundation has both elected and appointed officers who provide the leadership vital to the Foundation's success. The Executive Team is elected by the membership each Spring. The Executive Team then appoints Team leaders to lead the many Special Team and working groups that do the work of the Foundation. Special Teams can have both elected and non-elected officers as specified in the By Laws.

The Executive Team consists of the:

President - The principal executive officer of the organization and, with the knowledge and approval of the Executive Team, shall in general supervise and oversee all of the activities of the organization.

Vice President - Serves as the assistant to the President, leads the Nomination Team, oversees logistics, and serves as the Parliamentarian.

Treasurer – Manages all aspects of the Foundation's finances, overseeing all banking functions, and ensuring compliance with all applicable federal and state requirements pertaining to 501c3 status as well as district guidelines for parent booster organizations.

Vice President of Development- Oversees the organization and execution of all fundraising activities and leads the Fundraising Team.

Vice President of the Community – In charge of outreach efforts to recruit new members to the IBCF and communicates membership needs to the Executive Team. The VPC oversees the Middle School Team, Alumni Outreach, and Volunteer Coordination. The VPC discovers "who's who" in the Community and is a key member of the Nomination Committee.

Secretary - The steward of all legal and required documentation for the Foundation. He or she ensures minutes are taken of all Executive Team and general meetings and that those minutes are published and recorded. The Secretary maintains the Permanent Record of the Ironwood Band Community Foundation and uses it to answer questions and provide information necessary for Foundation business.

Non-Elected Officers: Team leaders, Teams, and their duties

1. **The Alumni Team leader** – A band alumnus, he or she recruits Ironwood alumni for the IBCF and finds ways for them to contribute to the Foundation.
2. **Calendar and Events Team leader** – Keeps track of the Foundation schedule and sends out timely reminders for upcoming events as requested.

3. **Color Guard Coordinator** – Leads the Color Guard and serves as their advocate to the Executive Team.
4. **Communications Team leader: Leads the Communications Team** - oversees the public communications of the Foundation and ensures information is disseminated to the membership by the most effective means possible. Oversees the Communications Team which consists of the:
 5. **Media and Website Coordinator** – Ensures the website is kept current and publishes information as requested by the Communications Team leader. Works closely with the other members of the Communications Team to utilize online tools to accomplish the IBCF mission.
 6. **Photographer/Videographer** – Responsible for obtaining and distributing quality photos and videos of the band and IBCF for publication by the Communications Team and the private use of members.
 7. **Publicity Coordinator** – Publishes announcements and news about the IBCF and the Ironwood Band in public, district, and school media in order to promote the IBCF and the Ironwood Band.
 8. **Social Networks Coordinator** – Leverages social networks such as Facebook, Twitter, Instagram and other online tools to attract new members and donors to support the IBCF.
 9. **Corporate Sponsor Team leader** – Recruits local and national businesses to make financial and material contributions to advance the mission of the IBCF.
 10. **Donor Relations Coordinator** – Researches individual donor prospects, develops donation appeal letters, maintains a regular schedule of individualized donor communications, and oversees donor recognition.
 11. **Grant Writer** – Researches and applies for grant monies and develops ongoing relationships with funding organizations.
 12. **Logistics Team leader** - Coordinates and manages the handling and transportation of instruments, flags and other equipment for and during all Band activities in both Fall and Spring.
 13. **Middle School Team leader** – Coordinates outreach efforts at Band Community schools and coordinates the middle school liaisons for the schools.
 14. **The Uniform Team leader** - Manages distribution and maintenance of band marching uniforms, equipment and related accessories, and supervises the Uniform Team.
 15. **Volunteer Coordinator** – Coordinates the volunteers required for all events, ensures the Special Teams have adequate staffing, and serves as a main point of contact for new members.

Officers and Their Specific Duties

President

The President shall be the principal executive officer of the organization and, with the knowledge and approval of the Executive Team, shall in general supervise and oversee all of the activities of the organization. The President shall be a member of the Executive Team and, when present, shall preside at all meetings of the Executive Team and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Team or the membership. If requested by the Vice President, assist the Nomination Team to identify potential Team leaders and Chairpersons of all Special Teams and serve in an advisory, non-voting capacity as a member of all Teams of the organization.

Specific Duties of the President:

- Guide and direct The IBCF, presiding at all meetings: regular, special, and Executive Team.
- Prepare the agenda for all meetings and in this way guide the focus and direction of the Foundation.
- Ensure all meetings are conducted in a manner consistent with the By Laws and parliamentary authority adopted by this Organization.
- Act as an “ex-officio”, non-voting member of all Teams, except the Nominating Team. The President shall only vote in the event of a tie.
- The President serves as the primary liaison for the IBCF with the Band Director, and will oversee all Booster activities and correspondence with outside parties.
- The President shall create any special Teams deemed necessary to fulfill the objectives of the IBCF.
- As soon as is practicable after elections, the outgoing President will introduce the newly elected President to Ironwood’s Assistant Principle of Athletics and Clubs. At this introduction, the newly elected President will provide:
 - a list of the new officers and their contact information
 - A list of proposed fundraisers for the following year so the administration may determine whether or not any action is required by them.
- Renew membership with Parent Booster USA in December of each year.
- Ensure all required filings are filed on time by the respective officers.
- File an Annual Report online with the Arizona Corporation Commission according to the deadline for the IBCF as published on their website.

Vice President

The Vice-President serves as the assistant to the President performs such duties as assigned by the President or Executive Team. The Vice President shall be a member of the Executive Team and, in the absence of the President, shall perform the duties of the President.

Specific Duties of the Vice President:

- The Vice-President shall be an ex-officio member of all Teams and perform such other duties as are assigned by the President or the Executive Team.

- Succeed the President as an interim President should that office become vacant before the end of the regular term.
- Serve as the Parliamentarian at all regular, special and Executive Team meetings.
- Preside over the Nominating Team and facilitate the Nominating Team meetings/actions.
- Serve as Executive Team representative for the Logistics Team.

Student Officers

At the discretion of the Band Director, the music students at Ironwood High School may elect officers to represent them and the other music students of the Band Community on the Executive Team. They are granted the right to participate in meetings and one (1) collective vote on the Executive Team. The purpose of the student officers is to speak for the music students representing their opinions and needs. They will also serve as representatives of the Foundation to the students and conduits of information to the music students at all band community schools. The students may organize themselves how they see fit and may have up to two representatives attend Executive Team meetings.

The Treasurer

The Treasurer manages all aspects of the Foundation's finances, overseeing all banking functions, and ensuring compliance with all applicable federal and state requirements pertaining to 501c3 status as well as school district guidelines for parent booster organizations.

Specific Duties of the Treasurer:

- Serve as Chairperson of the Budget Team. Manage all financial aspects of the organization and oversee Team activities.
- Prepare a proposed budget (in consultation with the Band Director and President) to be presented to the Executive Team and general membership for approval on an annual basis.
- Maintain the permanent financial record of the Foundation (aka "the books") that provide a full and accurate accounting of all monies per standard business practices and ensure its transference to future Treasurers.
- Maintain the Foundation's general fund and any special funds as designated by the Executive Team.
- Present a financial report including a complete and current bank statement at the regular monthly meeting of the Executive Team and at any other general meeting as requested by the Executive Team.
- Make disbursements as authorized by the organization, the Executive Team, or a special Team.
- Ensure all donations are used for the tax-exempt purpose of the Foundation: to support music education in the Ironwood Band Community.
- Make no unbudgeted disbursements without the approval of the membership.
- Make no disbursements without an invoice or receipt.
- Any disbursement by check must have two of the following signatures:
 - President
 - Treasurer

- Vice President
- Vice President of Development
- Secretary
- Act as steward for all spending requests to ensure organizational spending practices adhere to requirements defined in the By Laws. Ensure security by not allowing pre-signed checks by the President, Treasurer, or Vice President.
- Present a detailed financial report at the final meeting of the school year and provide a copy of it to the Secretary to be included in the Permanent Record and the Secretary's Notebook.
- In the event of a budgetary shortfall, present a suggested modified budget to the Executive Team. For example, all designated spending can be reduced by the percentage of the shortfall. (For example: if revenue is down 10%, then all budgeted items could be decreased by 10%.)
- Make financial records available to the Audit Team for the annual audit after final bills are paid (on or before May 31st) and at such other times as reasonably requested by the Executive or Audit Teams.
- Collect all money; write checks, issue receipts, and deposit funds in the Foundation's account.

RE: Donations

- Ensure all donations from individuals are recorded and provide a monthly report of donations to the Vice President of Development.
- In January each year, ensure all donors receive an annual statement specifying the amount of their total donations from the previous calendar year for their tax returns.
- Ensure donors are advised of the deductibility of any contributions made:
 - Membership dues are deductible as long as no tangible benefit is received.
 - If anyone has received goods or services of value, only the amount above and beyond the fair market value is deductible (e.g. At a silent auction, someone pays \$1000 for a donated item worth \$800, \$200 is tax-deductible.)

RE: Documentation

- Ensure all filing and internal controls are fulfilled including:
 - Membership is renewed with Parent Booster USA each year no later than January 1st.
 - The books are audited in June of each year.
 - File the tax return (Form 990) with the IRS in June of each year.
 - Maintain all other accounting records, articles of incorporation and file any other documentation required to retain the legal and tax exempt status of the organization.
- Provide necessary documentation as requested by the Administrations of Ironwood High School and the Peoria Unified School District.
- Perform other duties as the office may require.

The Vice President of Development

The VP of Development oversees the organization and execution of all fundraising activities and is the Leader of the Fundraising Team. In conjunction with the VP of the Community, recruits, establishes and manages a Fundraising Team that sets and meets fundraising goals.

Specific Duties of the Vice President of Development

- Leads the Development Team which consists of the Business Community Liaison, Grant Writer, and Donor Relations Coordinator.
- Oversees the work of raising money from private, corporate, and government sources
- Leads the Fundraising Team which plans and executes fundraising events.
- With the help of the Fundraising Team, create fundraising goals as well as the means for attaining them.
- Submit all fundraising plans and investment requirements to the VP of Accounting for inclusion in the annual budget approval at least one month before any funds are required.
- Submit a list of proposed fundraisers to the President for inclusion in the Proposed Fundraisers report to be given to the school administration.
- In conjunction with the Treasurer and the Donor Relations Coordinator, maintain communications with regular donors and ensure all documentation (Letters of Appreciation and Annual Tax Statements) for donations are sent to donors in a timely manner.
- Coordinates correspondence with and recognition of corporate sponsors in conjunction with the Business Community Liaison.
- In conjunction with the VP of the Community, recruits, educates, and supports volunteers for Fundraising Events.
- Ensures details of fundraising requirement and each fundraising activity are provided to the Communications Chair to ensure appropriate communication.
- After events, provide summary of fundraising results along with receipts and funds for deposit to the Treasurer.
- Ensure Fundraising Vendor relationships are well managed.
- Ensure all fundraising activities comply with the PUSD Guidelines and, when necessary, are approved by the Ironwood HS Administration.
- Prepare fundraising updates for review in executive and general meetings

Vice President of the Community (VPC)

The Vice President of the Community is responsible for recording “who’s who” in the Community and for efforts to recruit new members, alumni, and individual donors to the Foundation.

Specific Duties of the Vice President of the Community

- In conjunction with the Middle School Team, coordinates outreach efforts to Middle School staff, parents, and students. Provides education and materials supporting the mission of the IBCF.

- With the help of the Middle School Team, assists the Band Director in coordinating music education efforts at Ironwood and the Band Community Schools.
- Seeks out individuals and businesses in the local area able to help the Foundation carry out its mission (e.g. music educators, suppliers, providers of resources useful to the bands etc.) Forwards this contact information to the appropriate leader or team (e.g. Vice President of Development, VP of Communications, Logistics Team leader etc.)
- Maintains the Membership List of the Band Community by:
 - In conjunction with the Treasurer and Donor Coordinator, record who has paid dues and for what duration.
 - Maintain current contact information (name, address, phone, email etc.)
- Collects and maintains the contact information for past, present, and potential future members of the IBCF.
- Maintains by:
 - Receiving annual dues from members
 - Oversees the collection of annual dues for members and updates the membership list. , records who is current in their dues and who has voting rights.

Secretary

The Secretary is the steward of all legal and required documentation for the Foundation. He or she ensures minutes are taken of all Executive Team and general meetings and that those minutes are published and recorded according to these By Laws. The Secretary maintains the Permanent Record of the Ironwood Band Community Foundation and uses it to answer questions and provide information necessary for Foundation business. The Secretary supports the President to ensure the IBCF Annual Report is filed on time with the Arizona Corporation Commission.

Specific Duties of the Secretary:

- Maintain two records:
 - The Permanent Record of the Foundation which shall be a binder kept in the Foundation Office for all legal documents of the Foundation including but not limited to the Articles of Incorporation, By Laws, IBCF Annual Reports, minutes, Annual Officers' Reports, and the Annual Internal Audits. This record shall be available to the public and district employees as necessary. (An electronic copy of each year's record shall be created on a CD and maintained in a secure location in the IBCF Office.)
 - The Secretary's Binder which shall contain duplicates of the above plus any information pertinent to future Secretaries.
- Ensure the Permanent Record is available at each meeting
- Attend, take attendance, record and present minutes at all regular, special and Executive Team meetings.
 - In the event he or she cannot attend a meeting, the Secretary will notify the presiding officer of the absence so that officer can appoint someone to record minutes in their absence and thereafter send them to the Secretary for recording.
- Ensure minutes are submitted to presiding officers for approval in a timely fashion, and after they have been amended and approved, entered into the Permanent Record.

- Assist officers with correspondence, as required.
- Maintain records of any Team meeting minutes provided by Team chairs.
- Assist the Vice President of the Community with maintaining the list of current members of the Foundation.
- The Secretary does not submit an official end of year report, but rather compiles the end of year reports from the officers into the Annual Officers' Report which shall be kept as part of the Foundation's permanent record. If a report is missing, the secretary will solicit its submission, and if no report is forthcoming, submit a statement to that effect in the Annual Report.
- The Secretary will enter any tips or lessons learned into the Secretary's Notebook to assist future Secretaries.
- Furnish previous meeting minutes to the Executive Team for distribution one (1) week prior to regularly scheduled meetings.
- Include a list of outgoing and incoming Officers in the minutes from the last meeting of the school year.
- Be custodian of Foundation correspondence. Review and date all mail prior to distributing to appropriate Executive Team member.
- Ensure the outgoing officers turn in their position notebooks with updates by May 31st.
- Check out the binders to the new officers as soon as possible but no later than the first day of band camp.

Non-Elected Officers: Team leaders, Teams, and their duties

The Ironwood Band Community Foundation is a large community of like-minded individuals dedicated to using music education to prepare students for the future. This effort requires many volunteers who work together to carry out the mission of the Foundation. The Elected Officers shall recruit and appoint Team leaders to carry out the many functions and tasks that make the Foundation work for the students. If a position is vacant, the officer to whom the position reports is responsible for fulfilling the Team leader duties.

The Team leaders and Teams are as follows:

The Alumni Team leader

The Alumni Team leader is tasked with recruiting Ironwood Band alumni for the IBCF and with finding ways for them to connect with the band and the Foundation. Band alumni are a unique constituency within the Foundation and have a special connection with the Ironwood Music Program. Band alumni have much to give to the Foundation above and beyond their financial contributions. The Alumni Team leader is tasked with harnessing the potential of the alumni to carry out the Foundation's mission. The Alumni Team leader may recruit and lead a team of Foundation members to carry out the duties of the position. The Alumni Team leader must be a member of the IBCF and a former member of the Ironwood band.

Specific Duties include:

- Reports to the President
- Identifies band alumni, educates them regarding the IBCF, and presents them with opportunities to support the IBCF.
- Provides the Membership Team leader with the names and contact information of alumni interested in joining the IBCF.
- Identifies alumni who may want to become regular donors to the IBCF and provides education for how they may do so.
- Serves as a liaison between the band alumni and the Executive Team.
- Develops correspondence to alumni, coordinates contact through the Communications Team leader and keeps the President informed of any outreach efforts or correspondence to alumni.
- Identifies funding and other projects the alumni may want to sponsor and recruits participation by alumni
- Discovers other ways alumni may help the Ironwood Band Community and increase their participation in current band events.
- Oversees the outreach to alumni at the annual Homecoming Game and provides opportunities for alumni to reconnect with the Ironwood Band.

Calendar and Events Team leader

The Calendar and Events Team leader is responsible for tracking the year round schedule of the Foundation and for sending out timely reminders for upcoming events as requested by the responsible officers and Team leaders. While the President is ultimately responsible for the operation of the Foundation, the Calendar and Events Team leader assists the President in ensuring preparations are being made and ongoing projects are proceeding in a timely manner.

Specific Duties include:

- Reports to the President
- Maintains a calendar of events for the Ironwood Music Program and the Band Community Schools, including performances, fundraisers, parties, and other special dates pertinent to the mission of the IBCF. Sends out reminders to the Executive Team in a timely fashion.
- Assists the President in a project manager role by planning the calendar and helping keep track of the individual elements of upcoming events and projects.
- Keeps the Communications Team leader updated regarding upcoming events.
- Regularly checks the website and social media pages for accuracy and timeliness of content.
- Assists other officers and Team leaders as requested.

Color Guard Team leader – While appointed by, working closely with, and reporting directly to the Band Director, the Color Guard Team leader is granted a membership in the Foundation and a vote at general meetings. The Color Guard Team leader is not required to pay dues and is an advocate for the Color Guard at the general meetings. In addition to duties assigned by the Band Director, the Color Guard Team leader can also assist the VP of the Community and Middle School Team leader with outreach efforts at the Band Community schools to assist in growing and maintaining the Color Guard.

Communications Team leader - Shall oversee the public communications of the Foundation and ensures information is disseminated to the membership by the most effective means possible. The Communications Team leader leads the Communications Team and oversees the public representation of the Ironwood Band Community Foundation. He or she works closely with the other officers to ensure the membership is informed of Foundation business and opportunities to carry out its mission.

Specific Duties include:

- Creates regular communications to keep past, present, and potential future members of the IBCF informed of Foundation activities. These communications can take whatever form is determined to be most effective (e-newsletter, website updates, newsletters through the mail, text updates, automatic phone-calls etc.)
- Reports to the President and coordinates communications with other officers and Team leaders as required. While not the originator of all Foundation correspondence, he or she shall assist with Foundation communications as requested by the President.
- Sends out timely reminders via text messaging, email, or whatever appropriate means for Foundation meetings and other events where membership participation is requested.
- Works closely with the Volunteer Coordinator to send out informative e-mails and newsletters to members to keep them abreast of happenings within the organization and informed of additional opportunities to participate.
- Leads the Communications Team which includes the following roles/tasks:
 1. **Photographer/Videographer** – Responsible for obtaining and distributing quality photos and videos of the band and IBCF for publication by the Communications Team and the private use of members.
 2. **Publicity** – Publishes announcements and news about the IBCF and the Ironwood Band in public, district, and school media in order to promote the IBCF and the Ironwood Band. Sends out regular announcements promoting the Foundation and its mission to school publications, district publications, and public news outlets.
 3. **Media/Website Manager** – Oversees a robust website that promotes the Foundation and the Ironwood Band. Ensures the website is kept current and publishes information as requested by the Communications Team leader. Works closely with the other members of the Communications Team to utilize online tools to accomplish the IBCF mission.
 - a. Ensures the website contains all the appropriate information regarding the activities of the Foundation.
 - b. Maintains the website as the “one-stop-shop” for individuals and members seeking information regarding the Foundation and Ironwood Band.
 - c. Liaisons with appropriate teachers and students at Ironwood and Band Community schools in order to obtain content for the Band and Foundation media presence.
 4. **Social Media Networker** – Leverages social networks such as Facebook, Twitter, Instagram and other online tools to attract new members and donors to support the IBCF. Stays current with social media tools and uses them to accomplish the mission of the Foundation.

Middle School Team leader – Builds and maintains the relationship between the Foundation and the Band Community schools by reaching out to administrative staff, teachers, parents, and students at are Middle Schools. The Middle School Team leader serves as a liaison and communication conduit between the IBCF and the Band Community. The Middle School Team leader will oversee the efforts of the **Middle School Team** which ideally has a parent and a teacher contact at each school.

Specific Duties include:

- Reports to the Vice President of the Community
- Help coordinate volunteers to and from the schools
- Identify a liaison for each Middle School who will:
 - Help promote the IBCF to the school
 - Disseminate information to the schools and invite individuals, especially parents of music students, to join the IBCF.
 - Communicates the needs of the schools to the Foundation.

Corporate Sponsor Coordinator– The Corporate Sponsor Coordinator recruits local and national businesses to make financial and material contributions to advance the mission of the IBCF.

Specific Duties Include:

- Reports to the Vice President of Development.
- Identifies for profit businesses and not-for-profit organizations that can assist the IBCF in its mission.
- Using standard business practices and in a professional manner, initiates contact with businesses to provide education re: the IBCF and suggests ways in which they can support the IBCF.
 - Seeks charitable contributions to the IBCF 501(c)(3)
 - Seeks corporate sponsorships in return for signage and logo placement
 - Initiates and monitors corporate rewards programs with local and online businesses and promotes these businesses to IBCF members and educates members how to use them.
 - Seeks gifts-in-kind from businesses (e.g. musical equipment, transportation, venues for performances, clothing, prizes, food etc.) to be used by the band community or for fundraisers.

Grant Writer – The Grant Writer is a skilled researcher and communicator with the ability to work independently and follow-through on grant applications. He or she will use standard business practices to approach funders, create persuasive grant proposals, and maintain ongoing relationships with funding organizations.

Specific Duties Include:

- Reports to the Vice President of Development
- Researches local, regional, and national grant opportunities using the internet; the intranet at the Phoenix Public Library; and other publicly available resources.

- Identifies grant opportunities, submits grant applications according to required criteria, and follows-up on submitted applications.
- Uses excellent writing and communication skills to secure grant monies for the IBCF.
- Develops relationships with foundations and other funders; shows how their grant to the IBCF achieves their goals and adds value to the community; provides feedback and stories which demonstrate how their investment in the IBCF has made a difference for individual students and the community
- Focused on results, shows funders the important and immediate difference their grant is making
- Uses data to define needs and track progress toward outcomes desired by the funders.

Donor Relations Coordinator – The Donor Relations Coordinator researches individual donor prospects, develops donation appeal letters, maintains a regular schedule of individualized donor communications, and oversees donor recognition in all forms. He or she provides timely, personalized, strategic communication to major gift prospects and donors. The Donor Relations Coordinator will be engaged in the lifespan of major gift donor development and as such, will work alongside the Vice President of Development, Business Community Liaison, and the Grant Writer.

Specific Duties include:

- Reports to the Vice President of Development
- Identifies individual donor prospects in terms of their capacity and inclination to support the mission of the IBCF.
- Nurtures relationships with long-term donors
- Develops candidates and plans for bequests
- Manages a database of donors
- Develops and oversees at least two letter writing campaigns a year.

The Logistics Team leader - Coordinates and manages the handling & transportation of instruments, flags and other equipment for all Band activities in both Fall and Spring.

Specific Duties include:

- Reports to the Vice President
- Trains volunteers in procedures for loading, unloading and set-up of performances.
- Schedules and coordinates transportation and drivers.
- Schedules and supervises Pit Crew volunteers.
- Assists students in loading and unloading the trucks and trailers; and in moving instruments on/off football field, stage, etc.
- Oversees equipment sub-teams such as Pit Crew.
- Coordinates and manages the creation, handling and transportation of any set items.
- Maintains order in the storage rooms, and oversees an annual “Spring Cleaning” of unused or out of date equipment and supplies by bringing them to the attention of the Band Director for disposition, donation or disposal.

The Uniform Team leader - Supervises the Uniform Team and manages distribution and maintenance of band marching uniforms, equipment and related accessories.

Specific Duties include:

- Reports to the Vice President
- Recruits and trains members of the Uniform Team.
- Conducts fittings, assigns uniforms to all participating students, and oversees uniform alterations.
- Maintains up-to-date records of uniforms by size, number, student, etc.
- Maintains an emergency supply of shirts, shorts, socks, shoes, etc.
- Distributes and collects uniforms before and after events.
- Helps students when dressing for an event, as needed.
- Ensures all necessary performance and uniform accessories (plumes, podium skirt, etc.) are loaded onto trailer before traveling.
- Ensures uniforms are dry cleaned after marching band season.
- Sorts and stores uniforms after dry cleaning.
- Ensures uniform rooms are properly maintained.
- Assisting in maintaining uniform care contracts
- Makes replacement and maintenance needs known to the Vice President.

The Volunteer Coordinator – The Volunteer Coordinator recruits, trains, and places volunteers where needed in the IBCF; ensures the interests of volunteers are served and that the Foundation remains well staffed. The Volunteer Coordinator works closely with all other officers to fill positions and teams whether for one-time events or ongoing projects. Often the first person that a potential volunteer or donor comes in contact with, the Volunteer Coordinator should have excellent interpersonal and communication skills as he or she fulfills roles in public relations, management, and may assist the Fundraising Team as well. Since he or she may work on many projects at once, the Volunteer Coordinator should be self-motivated, detail oriented, organized and resourceful. The Volunteer Coordinator should be outgoing and communicate effectively with a variety of people; he or she must also adhere to the values of the Foundation and convey its purpose to others.

Specific Duties include:

- Reports to and works closely with the Vice President of the Community.
- Communicates with other Officers and Team leaders to identify volunteer needs and uses their input to design accurate job descriptions and convey accurate expectations.
- Reaches out to Band Community Members, assesses their strengths and interests, and places them in appropriate roles.
- When volunteers are needed but in short supply, organizes outreach events to attract new volunteers.
- If needed, creates job descriptions, training sessions, training materials, evaluation and other "details" to help with the placement and maintenance of volunteers.

- Matches interested volunteers with an opportunity that suits their skill set and serves the organization. Makes an effort to ensure that individual volunteers feel comfortable with their placements and fully understand their responsibilities.
- Serves in a mentoring role to new volunteers to assure they are a good “fit” for the role they are filling, provides constructive feedback, and if necessary, finds another role for them in the organization.
- Fulfills documentation requirements for student or other volunteers who have time sheets or community service hours to record.
- Keeps existing volunteers informed, stays in touch with them via email or other communications, and conveys to volunteers that they are appreciated.
- Since volunteers are unpaid and their services greatly contribute to the Foundation’s mission, the Volunteer Coordinator may hold events to thank volunteers and send individual correspondences.
- Serves as a point of contact for all parties
- Recruit volunteers from both Ironwood High School and all Middle Schools.
- Assessments

Special Teams and their Duties

The Nominating Committee

The Nominating Committee serves the vital role of discovering the leadership of the IBCF. Through their work they play a significant role in guiding the future of the Band Community. The committee consists of the Vice President, the Vice President of the Community, the Volunteer Coordinator and up to four other members as chosen by the Committee. Its intention is to find the best candidate for each of the six offices of the Executive Team for the following year and to ensure all IBCF officer positions are fully staffed from year to year. It is the responsibility of the committee to secure candidates for the ballot and present a slate of qualified, acceptable candidates to the Executive Team whenever positions are vacant, and in February for the following school year. The Committee should work with the utmost sensitivity, should be committed to confidentiality, and shall keep its discussions and communications private within the committee.

Specific Duties Include:

- Maintain a current copy of and be very familiar with the By Laws, the Organizational Manual, and the skill set required for each position.
- As it works, the Committee advances the mission of the IBCF by serving as educators and modeling the qualities they are seeking in candidates. The committee serves an ongoing educational role by helping members understand how the IBCF functions.
- The goal of the committee is to find the best candidates.
- Committee members recruit potential candidates by communicating how the IBCF is making a difference in the lives of students and in the life of the community.
- All potential nominees must be active members in good standing and meet the eligibility requirements of the position for which they are being considered.

- Committee members are prohibited from disclosing potential and final nominees to the membership before the formal announcement is made.
- Pre-screen the candidates to ensure that they have the optimal background, skills, and interests for office and that they can make the necessary time commitment to serve.
- On the schedule agreed to by the committee, members review and discuss potential nominees for each office and collaborate via meetings, conference calls, email or as deemed necessary by the Vice President until a list of candidates has been confirmed.
- The list is confirmed when candidates have been presented with a copy of the job description, have assented to understanding the job description, the specific duties required, time commitment expected, and have agreed to serve in that capacity if elected.

Candidate Qualifications - The vitality of the IBCF depends on the efforts of dedicated volunteers, and is indebted to them for both their time and commitment to the band community. Appointment as an Executive Team Officer or Non-elected officer is a significant responsibility and requires:

- Acting in the foundation's interest and with integrity in discharging the responsibilities of the office;
- Acting as an ambassador for the foundation to the community, by explaining and promoting the work of the IBCF; and by supporting the Band Community financially and physically;
- Preparing for, attending, and actively participating in all meetings of their team(s) or other working groups.
- Executive Team members are appointed for a one-year term and are expected to complete this term. Executive Team members may serve two consecutive terms in the same role, and may serve again in that role after a one year hiatus from the position.
- Executive Team members are expected to attend all team and general meetings, and make a further commitment to serve on a special team, subcommittee, or working group.
- Executive Team members may also need to spend additional time consulting with their appointed Team leaders to discuss agenda matters, seek input, deliver presentations and conduct related foundation activities.

Special Teams

The following Special Teams are established to ensure the legality and success of the Foundation and without which the IBCF cannot thrive:

The Audit Team

The Audit Team performs the annual audit in June of each year and reports their results to the Executive Team at the July Executive Team Meeting. They also perform any other internal audits as tasked by the Executive Team.

Specific Duties of the Audit Team:

- A. The Audit Team shall consist of two or more voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements.

- a. They shall be selected by the Nominating Team and voted on by the members in the regular Spring Election meeting.
 - b. Candidates and/or their immediate family members shall not have been in charge of any financial activities during the time period of the audit.
 - c. Candidates for the audit should be active members who have attended a minimum of two regular meetings in the past 12 months.
 - d. Candidates cannot be members of the Budget Team.
- B. Include in their audit (at a minimum) verification that expenditures have been made and documented properly, identification of any expenditure over budgeted amounts, and verification of both disbursements and deposits for accuracy and appropriateness.
 - C. Determine if the financial control and procedures are being followed appropriately.
 - D. The Audit Team creates a report which is presented to the Executive Team and entered into the permanent record of the Foundation.

The Budget Team

The Budget Team, led by the Treasurer, proposes an annual budget to the Executive Team, which is then responsible for presenting it to the general membership. The budget is created in the spring of each year for the following fiscal year and is voted upon by the general membership in the May meeting.

Specific Duties Include:

- A. With input from each of the officers, develops a proposed budget for the following school year to be presented to the Executive Team by March of each year, so that it may be presented to the general membership at the April meeting, approved by membership vote at the May meeting, and take effect July 1st.
- B. Review financial statements being submitted.
- C. Ensure the annual audit occurs in a timely manner, and provide the Audit Team with the records they require.
- D. After the internal audit is complete, the Treasurer sends a simplified report to the Business Office of the PUSD including the following:
 - o A Balance sheet – showing assets and liabilities
 - o The Net income including total revenues and expenses for the year
 - o A list of the incoming officers

The Fundraising Team

The Fundraising Team shall organize and execute events and activities to assist the funding of the annual budget and shall be led by the Vice President of Development.

Specific duties of the team include:

- A. Develop fundraising ideas that minimize the use of student time and maximize the return on investment of Foundation resources such as volunteer time and costs.
- B. Decide which fundraisers will be executed that year, and provide a list to the Assistant Principle in charge of Athletics and Clubs. The list should include local corporate sponsors, and retailers that make donations based on patron purchases.

- C. Raffles and other games of chance are not permitted.
- D. If a fundraiser involves student effort (distribute flyers, washing cars, selling tickets) the percentage of student effort (50%, 75% etc.) must be predetermined in writing and retained for records. After the event, the students' percentage of the funds must be processed through the student account system at the school bookstore.
- E. Be responsible for fundraising duties such as coordination of vendors, development of cost data, communication with parents and students, securing volunteers, and communication with officers and teams impacted by the effort.
- F. Work with the Budget Team to develop a budget for each fundraiser.
- G. Keep accurate records of any deposits and expenditures.
- H. Submit receipts and invoices to the Treasurer in a timely manner.
- I. Report activities during regular meetings and/or Executive Team meetings.
- J. Provide the contact information of any potential donors to the Donor Relations Coordinator.
- K. Provide contact information of any potential business partners to the Corporate Sponsor Team leader.

Nominating Committee

The Nominating Committee consists of the Vice President, the Vice President of the Community, the Volunteer Coordinator and up to four other members as chosen by the Committee. Its purpose is to find the best candidate for each of the six offices of the Executive Team for the following year; and to ensure all IBCF Team leader positions are filled throughout the year. Details of the committee's operation, duties, and timetable are found in the Operations Manual.

The Hospitality and Spirit Team

The Hospitality and Spirit Team is a standing team that is responsible for creating special events and outreaches; and for developing spirit items for sale such as apparel and other school spirit related items. The Team is responsible for the following events:

1. Future Freshmen Night
2. The End of the Season Marching Band Party
3. The Spring Parade of Bands
4. The Graduation Party in May
5. Any other event designated by the Executive Team.

Additional Teams

Additional Special Teams such as **By Laws**, **Scholarship**, and **Concessions** may be empaneled as deemed necessary by the Executive Team.

Conflicts of Interest

Existence of Conflict, Disclosure

Directors, officers, employees and contractors of the IBCF should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Foundation. A conflict of interest may exist when the direct, personal, financial or other interest(s) of

any director, officer, staff member or contractor competes or appears to compete with the interests of the Organization.

If any such conflict of interest arises, the interested person shall call it to the attention of the Executive Team for resolution. If the conflict relates to a matter requiring action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Team, excluding the person who is the subject of the possible conflict.

Nonparticipation in Vote

The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Executive Team is meeting. However, the person may be permitted to provide the Team with any and all relevant information.

Minutes of Meeting

The minutes of the meeting of the Executive Team shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Annual Review

A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the organization, or who hereafter becomes associated with the organization. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.