**IBCF Elected Officers and Their Duties**

**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. Serves as 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 - O**versees the organization and execution of all fundraising activities and is the Chairperson of 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, 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: Teamleaders, Teams, and their duties**

1. **The Alumni Teamleader -** Recruits Ironwood Band alumni for the IBCF and finds ways for them to contribute to the Foundation.
2. **Calendar and Events Teamleader** – Keeps track the Foundation schedule and sends out timely reminders for upcoming events as requested.
3. **Communications Teamleader: 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:
	1. **Publicity Coordinator -**Coordinates announcements in school and local papers/newsletters
	2. **Media/Website Coordinator -**Will help create our website and help keep everyone informed
	3. **Social Networks Coordinator -**Uses Facebook and other social media to help promote the Band and Foundation and recruit new members.
4. **Corporate Sponsor Teamleader** – Recruits local and national businesses to make financial and material contributions to advance the mission of the IBCF. Reports to the VP in Charge of Fundraising
5. **Donor Relations Coordinator** – Researches individual donor prospects, develops donation appeal letters, maintains a regular schedule of individualized donor communications, and oversees donor recognition. Reports to the VP in Charge of Fundraising.

1. **Grant Writer** - Researches and applies for grant monies and develops ongoing relationships with funding organizations. Reports to the VP in Charge of Fundraising
2. **Logistics Teamleader - C**oordinates and manages the handling & transportation of instruments, flags and other equipment for and during all Band activities in both Fall and Spring.
3. **Middle School Teamleader –** Coordinates outreach efforts at Band Community schools and coordinates the middle school liaisons for the schools.
4. **The Uniform Teamleader** Manages distribution and maintenance of band marching uniforms, equipment and related accessories. Supervises the Uniform Team.
5. **Volunteer Teamleader** – Coordinates the volunteers required for all events deemed necessary.

***\*\*Denotes Executive Team Member Position***

**2016 t 2017**

IBCF Organizational Chart