

Corresponding Secretary – Marching Bears Inc.

Position Summary:

The Corresponding Secretary is a member of the Marching Bears Inc. (MBI) Executive Board. The primary role of the Corresponding Secretary is to coordinate and handle all external correspondence as directed by the President and/or Band Director. In addition, the Corresponding Secretary shall be responsible for weekly or biweekly band-wide e-mails. As a Board member, the Corresponding Secretary is also part of the governing body of the MBI and is expected to participate actively in Executive Board meetings (monthly) and to play an active role in decision-making as it relates to the overall priorities and focus of MBI.

Duties & Responsibilities:

Responsible for the development and distribution of all external communications including:

- Creation and distribution of Band-wide emails
- Maintenance of email distribution lists
- Review and approval of all press releases along with the PR Committee Chairperson
- Attendance at Executive Board and General Parent Meetings
- Voting and review of proposed actions to be taken by MBI on behalf of the Norwalk High School Band program
- Creation of monthly articles on BAND updates for the NHS Factfinder newsletter. Communicates with Mr. Rivera and Mr. Rodrigues Fact finder editor.
- Communicates with NHS office secretary to post MBI fundraising flyers on weekly parent email blasts.

Skills Required:

- Oral and written communications
- Basic computer skills (word, excel, powerpoint)
- Negotiation and influencing skills
- The ability to plan, organize and prioritize multiple activities
- Strong interpersonal skills
- Spanish language skills are not required, but are valued if available

Recording Secretary – Marching Bears Inc.

Position Summary:

The Recording Secretary is a member of the Marching Bears Inc. (MBI) Executive Board. The primary role of the Recording Secretary is to take, archive and distribute minutes from Executive Board and General Parent meetings. All minutes are to be distributed to the Executive Board and minutes to meetings can be distributed to the general population on request in accordance with MBI bylaws. As a Board member, the Recording Secretary is also part of the governing body of the MBI and is expected to participate actively in Executive Board meetings (monthly) and to play an active role in decision-making as it relates to the overall priorities and focus of MBI.

Duties & Responsibilities:

Responsible for the development and distribution of all meeting minutes including:

- Executive Board Meeting Minutes
- General Parent Meeting Minutes
- Attendance at Executive Board and General Parent Meetings
- Voting and review of proposed actions to be taken by MBI on behalf of the Norwalk High School Band program

Skills Required:

- Oral and written communications
- Basic computer skills (word, excel, powerpoint)
- Negotiation and influencing skills
- The ability to plan, organize and prioritize multiple activities
- Strong interpersonal skills
- Spanish language skills are not required, but are valued if available

Treasurer – Marching Bears Inc.

Position Summary:

The Treasurer is a member of the Marching Bears Inc. (MBI) Executive Board. The primary role of the Treasurer is to manage all financial aspects of MBI including regular management of all financial accounts, in-flow and out-flow of cash, IRS and local tax filings and all financial reconciliations. Additionally, the Treasurer has the responsibility of sharing all financial information with the MBI general population in accordance with our bylaws. As a Board member, the Treasurer is also part of the governing body of the MBI and is expected to participate actively in Executive Board meetings (monthly) and to play an active role in decision-making as it relates to the overall priorities and focus of MBI.

Duties & Responsibilities:

Responsible for all aspects of financial management including:

- Management of the MBI chart of accounts
- Management of all bank statements and financial reconciliations
- Coordination of cash flow with the Band Director and other MBI Officers
- Preparation of all Tax related materials in collaboration with the MBI Accountant
- Regular financial reporting in accordance with the MBI bylaws
- Attendance at Executive Board and General Parent Meetings
- Voting and review of proposed actions to be taken by MBI on behalf of the Norwalk High School Band program

Skills Required:

- Oral and written communications
- Financial and Tax knowledge and experience
- Cash management skills
- Negotiation and influencing skills
- The ability to plan, organize and prioritize multiple activities
- Strong interpersonal skills
- Spanish language skills are not required, but are valued if available

Vice President – Marching Bears Inc.

Position Summary:

The Vice President is a member of the Marching Bears Inc. (MBI) Executive Board. The primary role of the President is to assist the President in all operational matters associated with MBI. This includes evaluating and recommending investment decisions, coordinating priorities. Additionally, the Vice President is responsible for the coordination of Executive Board and General Parent meetings as well as assisting in the management and upkeep of the Band web site (nhsband.com). As a Board member, the Vice President is also part of the governing body of the MBI and is expected to participate actively in Executive Board meetings (monthly) and to play an active role in decision-making as it relates to the overall priorities and focus of MBI.

Duties & Responsibilities:

Responsible for assisting in all operational matters associated with MBI, including:

- Assisting the President in coordinating all of the priorities and focus areas for MBI
- Oversight of the MBI web site
- Evaluation and recommendations regarding MBI financial investments and expenses
- Coordination of Executive Board and General Parent meetings
- Providing overall leadership and direction for the organization along with the President
- Overall Financial management of MBI along with the President and Treasurer
- Attendance at Executive Board and General Parent Meetings
- Voting and review of proposed actions to be taken by MBI on behalf of the Norwalk High School Band program

Skills Required:

- Oral and written communications
- Basic Web management skills
- Financial and Tax knowledge
- Negotiation and influencing skills
- The ability to plan, organize and prioritize multiple activities
- Strong interpersonal skills
- Spanish language skills are not required, but are valued if available

President – Marching Bears Inc.

Position Summary:

The President is a member of the Marching Bears Inc. (MBI) Executive Board. The primary role of the President is to provide oversight and direction to the organization in all operational matters associated with MBI. This includes evaluating and recommending investment decisions, coordinating priorities. Additionally, the President is the primary interface between MBI, the general parent population, the Band Director and outside organizations seeking to interact with the Norwalk High School Band program. As a Board member, the President leads the governing body of the MBI and is expected to participate actively in Executive Board meetings (monthly) and to play an active role in decision-making as it relates to the overall priorities and focus of MBI.

Duties & Responsibilities:

Responsible for assisting in all operational matters associated with MBI, including:

- Setting and coordinating all of the priorities and focus areas for MBI
- Interface with the Band Director, General Population and outside organizations
- Evaluation and recommendations regarding MBI financial investments and expenses
- Leadership of Executive Board and General Parent meetings
- Providing overall leadership and direction for the organization along with the rest of the Executive Board
- Overall Financial management of MBI along with the Vice President and Treasurer
- Attendance at Executive Board and General Parent Meetings
- Voting and review of proposed actions to be taken by MBI on behalf of the Norwalk High School Band program

Skills Required:

- Oral and written communications
- Public Speaking
- Financial and Tax knowledge
- Negotiation and influencing skills
- The ability to plan, organize and prioritize multiple activities
- Strong interpersonal skills
- Spanish language skills are not required, but are valued if available