

The Indianola Music Boosters exist to promote the advancement of music education in the Indianola Community School District. Our primary goal is to ensure the continuation of the best possible music programs at all levels – from elementary through high school. We do this by advocating for, encouraging, and maintaining an interest in all K-12 groups, financial support through fundraising activities and the Patron Program, as well as cooperation with all music teachers and directors.

OFFICERS

President - The president arranges and leads all meetings, appoints standing committee chairpersons, appoints ad hoc committee chairpersons, and appoints a nominating committee and an audit committee at the April meeting. The president creates and maintains the agenda and keeps track of events and items needing attention by the group.

Vice President - The vice president works with the president, assumes duties in the absence of the president, and is the liaison for the fund-raising committees and the membership.

Secretary - The secretary takes minutes of all meetings and sends them to the president, sends correspondence including notices of meetings to each school, helps to develop the Music Boosters Calendar of Events that is distributed each year and keeps records of all minutes and communications.

Financial Secretary - The financial secretary receives and deposits all monies for the organization, delivers a report of them to the treasurer, and makes regular financial reports to the membership. Uses QuickBooks and Square.

Treasurer - The treasurer disburses monies according to membership approval, maintains records of all accounts, makes regular financial reports to the membership, and presents the books annually for audit. Uses QuickBooks and Square.

COMMITTEES

Committee chairs are responsible for recruiting their committee members and for communicating their activities to the president or vice president regularly and to the general membership at regular meetings.

A. Standing Committees

1. **Public Relations** - This committee is responsible for developing and implementing informational communications for parents and the general community to encourage involvement of parents in supporting the music program. This may involve flyers, school announcements, the local newspaper, and online media.
2. **Patron Program** - This committee is responsible for developing and implementing mailings to parents, community members, and businesses with requests for monetary donations, and for maintaining a database of contributors.

3. Sunshine - This committee is responsible for organizing activities to support, encourage, and congratulate music students in the Indianola School District. The committee also recognizes major events in the lives of the music staff.

B. Ad Hoc Committees

1. Fundraising - These committees are responsible for designing and implementing specific fundraisers. The vice president will serve as the liaison for each of these committee chairs.

2. Festival and Event Coordinators - These committees shall provide organizational assistance and volunteer recruiting for special music events held in the district's facilities. This includes, but is not limited to, All-State auditions, Show/Jazz Encounter and CIML solo and ensemble contests.

3. Concessions - This committee provides organizational assistance and volunteer recruiting where concessions are required at special music events held in the district's facilities. This includes, but is not limited to, Jazz/Show Encounter, All-State auditions and CIML solo and ensemble contests when held in Indianola.

4. Scholarship - This committee is responsible for promoting and administering the scholarship and music camp program of the Music Boosters.

5. Nominating - This committee should consist of at least two members, appointed by the president at the April meeting, to present a slate of candidates at the June meeting.

6. Audit - This committee, consisting of two members appointed by the president at the April meeting, shall audit the books after the May meeting and present their report at the June budget meeting.