



Titan Band Boosters



Lakeshore High School

Mandeville, Louisiana

Brief Description of Officer Positions:

President - Presides over meetings, correspond with the executive board about meetings and other events, oversee the planning of events and committees.

Vice-President - excise all of the duties of the President in the absence of the President and shall serve as chairman of the committees as appointed by the President. The Vice-President shall ensure that all committees are organized with an adequate number of members and that each booster club member has the opportunity to be assigned to a committee.

Secretary - keep and report minutes of all meetings, keep records of pertinent information, notify all officers of their election, and each committee of its appointments, prepare and send correspondence as needed.

Treasurer - maintain checkbooks and other records, reconcile bank statements, keep an accurate record of, including but not limited to, all monies which are received and disbursed, provide a full account of the same at the general membership meetings on a quarterly basis at minimum, and a year-end accounting to the full Board of Directors, shall verify that any tax returns required to be filed by the Booster Club are filed by the appropriate due dates.

Members-At-Large - (1 designated Guard Member plus 4 other Members) Duties may include assisting with any/all committees as requested, as well as assisting the President when asked to do so, get volunteers for events and fundraising, work with freshman parents promoting the program and letting them know about different events.

The Lakeshore High School Titan Band Boosters is a 501(c)(3) nonprofit organization. Tax ID # 27-1064776