

Job Descriptions for Officers and Appointed Positions of the Boise Highlanders

Management

Board President – Position appointed by the board of directors

1. The President oversees the board of directors, coordinates the decision-making process, and chairs the business meetings
2. The President presides at all board meetings, and as an ex-officio member of all committees except the nominating committee.
3. The President performs such other duties as the association may direct

Board Vice President – Position appointed by the board of directors

1. The Vice President presides over meetings in the absence of the President and assumes the presidency should the President be unable to serve.
2. The Vice President performs such other duties as the association may direct.

Board Secretary – Position appointed by the board of directors

1. The Secretary keeps and publishes minutes of all meetings, maintains a copy of band records (roster), submits highland games entry forms, and maintains copy of band-owned equipment records, provided by the Quartermaster.
2. The Secretary performs such other duties as the association may direct.

Board Treasurer – Position appointed by the board of directors

1. The Treasurer shall collect monies due the association and deposit these in accounts approved by the association.
2. The Treasurer will maintain accurate records of transactions in accordance with all IRS policies and requirements and be responsible for paying bills and reimbursements.
3. The Treasurer will keep the board informed of the dues status of all band members.
4. The Treasurer performs such other duties as the association may direct.

Section Representatives – Three positions elected by majority vote of the eligible voting membership of the band section they represent, for two-year terms alternated with At-Large Representative elections.

1. Section Representatives act as liaisons between the membership at large and the Board of Directors.
2. Section Representatives vote on all matters brought before the board. Their vote and input are given equal weight to that of the at-large representatives.
3. Section Representatives perform such other duties as the association may direct.

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Management cont'd.

At-Large Representatives – Four positions elected by majority vote of the entire eligible voting membership, for two-year terms alternated with Section Representative elections.

1. At-large Representatives act as liaisons between the membership at large and the Board of Directors.
2. At-large Representatives vote on all matters brought before the board. Their vote and input are given equal weight to that of the section representatives.
3. At-large Representatives perform such other duties as the association may direct.

Band Manager – Position appointed by the board of directors

1. The Band Manager is responsible for receiving and distributing calls for band and solo performances.
2. The Band Manager coordinates with the Pipe Major in assigning performances and assisting with travel arrangements when the band travels or when arranging for travel for visiting bands.
3. The Band Manager signs contracts with the approval of the Board.
4. The Band Manager performs such other duties as the association may direct.

Quartermaster – Position appointed by the board of directors

1. The Quartermaster maintains band-owned equipment records, coordinates the purchases of band uniforms, and manages the surplus inventory.
2. The Quartermaster is responsible for band-issued equipment, which is returned upon a member's resignation from the band.
3. The Quartermaster has the authority to require reimbursement from band members for equipment and property not returned to the band within 30 days of resignation from the band or written request by the board to return such equipment or property. The amount due shall not exceed the normal replacement costs of such equipment.
4. Quartermaster performs such other duties as the association may direct.

Purchasing Agents – Positions appointed by the board of directors as needed to fill specific requirements or provide for specific needs.

1. The head of each pipe, drum, and dance corps will be the purchasing agents responsible for overseeing the equipment needs of their respective sections.
2. Purchasing Agents perform such other duties as the association may direct.