

CHAPARRAL PATRONS OF THE PERFORMING ARTS  
BOARD MEMBER DESCRIPTIONS / COMMITMENT

As established in the Bylaws of the Chaparral Patrons of the Performing Arts

Position	Description of Duties
<b>President</b>	<ul style="list-style-type: none"> <li>• Minimum Term Commitment - One Year</li> <li>• Implement wishes of the Patrons membership</li> <li>• Preside over Board and General Membership meetings</li> <li>• Plan Monthly Agenda</li> <li>• Establish committees and appoint chairpersons</li> <li>• Ensure clear communication between communities</li> <li>• Work in unison with the Department Coordinator to promote harmony and Success of Department programs.</li> <li>• Have authority to sign checks with the Treasurer and/or President-Elect.</li> </ul>
<b>Vice-President</b>	<ul style="list-style-type: none"> <li>• Minimum Term Commitment – Two Years</li> <li>• President-Elect - Assumes President position in the second year</li> <li>• Assist the President as requested.</li> <li>• Substitute for the President as needed.</li> <li>• Arrange for event chairpersons.</li> <li>• Have the authority to sign checks with the Treasurer and/or President</li> <li>• Maintains Membership Records</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Minimum Term Commitment – One Year</li> <li>• Responsible for recording and transcribing all meeting minutes that become part of permanent organization record.</li> <li>• Prepare and mail or email notices of meetings.</li> <li>• Communicate between Patrons and the Chaparral High School Activities Office.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Minimum Term Commitment – One Year</li> <li>• Oversee receipt and payment of Patrons monies.</li> <li>• Responsible for maintaining financial records for the organization.</li> <li>• Keeping bank records:               <ul style="list-style-type: none"> <li>○ Make deposits.</li> <li>○ Write checks for reimbursement of expenses or procurement requests.</li> </ul> </li> <li>• Responsible for submitting paperwork to maintain state Non-Profit Status.</li> </ul>