



DMA Music Association Board Positions

President

Oversees the operation of the Music Association. This position works closely with the directors on many tasks and some responsibilities include planning the budget with the board, planning snacks and music picnics during camps, planning the music trip, overseeing the concession stand, and planning the banquets for each group. Also, coordinate with both groups if they have an event/performance and what they need as far as dinners or transportation. Plans senior nights for both groups and any other new or unplanned events.

Vice President

Assists in the planning and execution of events with the President. Will run a meeting in the absence of the President if necessary. Assists other positions as needed as well as supporting as a “board member” presence for concession events.

Treasurer

Responsible for handling the money for the Music Association. Handle all the dues, wallets, money for band and chorus, concession stand, billing, invoices, taxes, and all deposits. Support the president in all the planned activities. Work with the band and choir directors on the financial aspects of trip planning and payment. This officer needs to be present at all football games to handle funds by getting money boxes ready and handling the money at the end of the evening.

Secretary

Responsible for taking notes for each music association meeting. Before every meeting, reach out to the directors and president to put together an agenda for the meeting so we have a format to follow for the meetings. Post-meeting, send a copy of the minutes to the Band or Choir director for posting to the DMA Music Website. Support and help plan activities for both the band and chorus.

Concession Stand Coordinators (2+)

Responsible for running and ordering supplies for the concession stand. Coordinate volunteers for each concession stand and organize all aspects of the concession stand. Present at the football games to ensure the organization of the stand. Organize acquiring food and perishables to stock the concession stand with food and drinks. The position is supported by the rest of the board and music directors. Recommended to have 2 or more people in this position.