

All MPS board members have a voice in disbursements from the MPS general fund, and look for new ways to keep the community aware of music program issues and needs.

Secretary: Take minutes and record attendance at monthly meeting.

Awards and Scholarships: In late winter/early spring, custom order awards, music bars, and choir pins and distribute them to music staff. Verify MPS membership of scholarship applicants, print out certificates, and deliver awards and checks to high school music staff.

President: Write agenda and chair monthly meetings. Serve as liaison between MPS board and the school district, teachers, and the community. Coordinate publicity and create monthly e-newsletter.

Vice President: Chair meetings in President's absence. Contribute to board decisions and fundraising efforts.

Membership Chair: Update and deliver membership forms to teachers and schools. Maintain membership database. Run membership contest. Devise innovative ways to gain new members.

Treasurer 1: Collect money, make bank deposits, and write checks.

Treasurer 2: Reconcile bank statements and prepare financial statement for each monthly meeting. Should have experience with Quickbooks or Quicken.

Spaghetti Feed: Organize all aspects of the Spaghetti Feed. Coordinate volunteers.

Fundraising Chair: Organize all aspects of vinegar and oil fundraising: ordering, bottling, selling. Coordinate volunteers for bottling and selling.

Web Master: Maintain the cvmps.org website and Facebook site. Help with other computer-related issues.