

## **SCRIPT FOR BAND BOOSTER MEETINGS**

**PRESIDENT:** "I call this meeting to order at \_\_\_\_\_ (Time)"

**PRESIDENT:** (Announces any special guests present at the meeting)

**PRESIDENT:** "Will the secretary read the minutes from our previous meeting (unless there is a motion/second to dispense with the reading)"

**SECRETARY:** (Reads minutes exactly from the previous meeting, without interruption or questions)

**PRESIDENT:** "Can I get a motion to accept the minutes, as read (or with corrections)?"

(Presiding officer cannot make a motion/second) (Motion needs to have a second and a majority vote)

**PRESIDENT:** "Will the treasurer offer up the financial report of the organization?"

**TREASURER:** (Informs organization of current account balances, recent large purchases, and any outstanding payables or foreseeable payables in the near future)

**PRESIDENT:** "Can I get a motion to accept the Treasurer's Report, as read (or with corrections)?"

(Presiding officer cannot make a motion/second) (Motion needs to have a second and a majority vote)

**PRESIDENT:** "Is there any unfinished business to attend to (Refer to Agenda)?"

(All business items must be conducted in the form of a motion, second, and majority vote of the body)

**PRESIDENT:** "We will hear from our Concession Committee Chair at this time."

**CONCESSIONS CHAIR:** (Presents report on current status of Concessions-related items)

**PRESIDENT:** "Can I get a motion to accept the Chairperson's Report, as read (or with corrections)?"

(Presiding officer cannot make a motion/second) (Motion needs to have a second and a majority vote)

**PRESIDENT:** "We will hear from our Uniform Committee Chair at this time."

**UNIFORMS CHAIR:** (Presents report on current status of Uniforms-related items)

**PRESIDENT:** "Can I get a motion to accept the Chairperson's Report, as read (or with corrections)?"

(Presiding officer cannot make a motion/second) (Motion needs to have a second and a majority vote)

**PRESIDENT:** "We will hear from our Logistics Committee Chair at this time."

**LOGISTICS CHAIR:** (Presents report on current status of Logistics-related items)

**PRESIDENT:** "Can I get a motion to accept the Chairperson's Report, as read (or with corrections)?"

(Presiding officer cannot make a motion/second) (Motion needs to have a second and a majority vote)

**PRESIDENT:** "We will hear from our Fundraising Committee Chair at this time."

## **SCRIPT FOR BAND BOOSTER MEETINGS (CONTINUED)**

**FUNDRAISING CHAIR:** (Presents report on current status of Fundraising-related items)

**PRESIDENT:** “Can I get a motion to accept the Chairperson’s Report, as read (or with corrections)?”

(Presiding officer cannot make a motion/second) (Motion needs to have a second and a majority vote)

**PRESIDENT:** “Is there any new business to attend to (Refer to Agenda)?”

(All business items must be conducted in the form of a motion, second, and majority vote of the body)

**PRESIDENT:** “At this time, will the Director give his report?”

**DIRECTOR:** (Presents report on the *State of the Band*)

**PRESIDENT:** “Can I get a motion to accept the Director’s Report, as read (or with corrections)?”

(Presiding officer cannot make a motion/second) (Motion needs to have a second and a majority vote)

**PRESIDENT:** “Our next meeting date, meeting time, and meeting location are \_\_\_\_\_.”

**PRESIDENT:** “Can I get a motion to adjourn?”

(Presiding officer cannot make a motion/second) (Must have a motion, second, and majority vote of the body)

## **SAMPLE AGENDA FOR BOOSTER MEETINGS**

1. Call to Order
2. Members / Guests Present
3. Reading of Previous Minutes
4. Treasurer’s Report
5. Unfinished Business
6. Committee Reports
  - a. Concessions
  - b. Uniforms
  - c. Logistics
  - d. Fundraising
7. New Business
8. Director’s Report
9. Next Meeting Information
10. Adjournment