

# *Henderson County Friends of Music*

## **Parent Officer Descriptions**

### **President**

The President of the Henderson County Friends of Music helps to serve as the leader of the organization. Their main job responsibilities are to:

- Organize and run all parent meetings (with help from director)
- Assist in the planning and organization of any off-campus trips
- Manage chaperones when away from campus

### **Vice President**

The Vice President works hand in hand with the President to assist in their duties; however, separate job responsibilities include:

- Organize and run all parent meetings (when President is out)
- Recruit choir chaperones for all off-campus activities
- Brain-storming new fundraising opportunities

### **Secretary**

The Secretary is the primary organizer and note keeper of the organization, who assists the group in the following ways:

- Prepare agenda items and keep minutes for all meetings
- Assist with Publicity for concerts and other events
- Help to increase Public Relations within Henderson