

# Robertsdale Band Booster Club Executive Board

## Eligibility Requirements

To be considered for an Executive Board position, applicants must meet ALL of the following:

- Submit a completed application
- Participate in a required interview process
- Pass a BIB Volunteer Background Check *or* be an approved BCBE employee/substitute (Sub Card required)
- Have no criminal history
- Possess or demonstrate financial experience, literacy, or willingness to complete financial vetting/training (required for all board members; mandatory for Treasurer)
- Agree to adhere to all Robertsdale Band Booster Club policies and procedures
- Agree to follow all Baldwin County Board of Education guidelines, rules, and regulations
- Uphold the organization's Code of Conduct, Ethical Standards, and Professionalism expectations

## Important Governance Policies

- Robertsdale High School teachers and staff:
  - May NOT sponsor the Booster Club
  - May NOT have access to or control of Booster Club funds
- Executive Board Members:
  - Must act in the best interest of the organization at all times
  - Must support board decisions in a unified and professional manner
  - Must avoid conflicts of interest, favoritism, or clique behavior
  - Must maintain respectful communication with all members, students, parents, and community partners

## Financial Responsibility & Oversight

All Executive Board Members must:

- Demonstrate basic financial understanding and accountability
- Agree to proper handling of funds, including:
  - Transparency
  - Timely deposits
  - Accurate reporting
- Participate in financial review/vetting if requested

*Note: Additional financial qualifications and oversight requirements apply to the Treasurer role.*

## Interview Process (REQUIRED FOR ALL POSITIONS)

All applicants will complete an interview with the Executive Board.

The interview will assess:

- Leadership and teamwork
- Communication style and professionalism

- Understanding of responsibilities
- Ability to handle conflict and decision-making
- Alignment with the mission and culture of the organization

### **Culture & Expectations**

We are building a collaborative, respectful, and student-focused organization. All Executive Board Members must agree to:

- Work as a team – no cliques, no division
- Support volunteers and create an inclusive environment
- Maintain professionalism in meetings, events, and communication
- Focus on solutions

### **Applicant Agreement**

By submitting this application, I confirm that:

- I meet the eligibility requirements listed above
- I understand that selection is not guaranteed
- I agree to participate in the interview process
- I will uphold all policies, procedures, rules, regulations, and expectations of the Robertsdale Band Booster Club and Baldwin County Board of Education

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Robertsdale Band Booster Club Executive Board Application**

**Applicant Information** (you do not have to have a student in the program)

- Full Name:
- Phone Number:
- Email Address:
- Student(s) Name & Grade:
- Section (Band / Guard / Percussion / Other):

**Position of Interest** (Select all that apply)

- President
- Vice President
- Treasurer
- Secretary
- Committee Chair (specify): \_\_\_\_\_
- Open to any role where needed

### **Experience & Skills**

1. Have you previously served on any nonprofit executive board or in a leadership role?

- Yes  No

If yes, please explain (organization, role, years served):

2. What skills or experience do you bring to the Executive Board?

(Check all that apply)

- Leadership / Team Management
- Event Planning
- Fundraising / Sponsorships
- Financial / Budgeting
- Marketing / Social Media
- Volunteer Coordination
- Administrative / Organization
- Other: \_\_\_\_\_

3. Tell us about a time you helped lead a project, event, or team:

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### **Commitment & Expectations**

4. Why do you want to serve on the Executive Board?

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5. What does “teamwork” mean to you in a volunteer organization?

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6. Executive Board members are expected to:

- Attend meetings regularly
- Support fundraising efforts
- Communicate professionally
- Work collaboratively with school staff and volunteers

Are you able to meet these expectations?

- Yes  No

### **Availability**

7. Are you available for:

- Evening meetings?  Yes  No
- Weekend events?  Yes  No
- Peak season commitments (band camp, competitions)?  Yes  No

## Accountability & Integrity

8. Executive Board members may handle funds, sensitive information, and decision-making responsibilities.

Do you agree to:

- Act in the best interest of the organization
- Follow bylaws and policies
- Maintain confidentiality when required

Yes  No

## Vision & Ideas

9. What ideas do you have to improve or grow the band booster organization?

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## Conflict & Communication

10. How do you handle disagreements or conflict within a team?

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## Final Statement

11. Is there anything else you would like the Executive Board to know about you?

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## Agreement

I understand the responsibilities of serving on the Executive Board and commit to supporting the mission of the Robertsdale Band Booster Club.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_