

VBODA PROGRAM FEE MANAGER
Duties and Responsibilities

- Report to the President and Executive Board of VBODA
- Communicate/Coordinate with the Publications and Fees Board Chair and Selective Music Guide Editor
- Serve on the Publications and Fees Board
- Communicate/Coordinate with the VBODA website administrator
- Maintain contact with VBODA District Representatives
- Create the annual Program Fee Remittal Invoice
- Collect payments and forward checks to the VBODA Treasurer
- Maintain check numbers and submission dates of each particular paid fee
- Input, via current technology, the lists of paid programs and the dates of processing.
- Oversee compliance/accuracy of fee submissions
- Communicate with member directors to provide accurate, up-to-date information
- Report status of PAID/UNPAID programs to the Executive Board and Membership on a routine basis
- Communicate with event chairpersons to assist with program eligibility concerns
- Hold on file all Remittal Fee Forms for two years
- Issue receipts to schools as needed
- Maintain accurate records of expenses related to Program Fee administration
- Submit annual reimbursement requests for expenses
- Assist in developing the annual report to the Executive Board

Respectfully,
Art Pittman
VBODA Program Fee Manager