

As per the BUBB Bylaws, Article III:

Section 3 – It shall be the duty of the president to preside at all meetings, to appoint all committees not otherwise provided for, and to be an ex-officio member of all committees.

In addition to the above the President:

- Is a member of the Birdville Band Booster, Inc. (BBBI). The BBBI organization mainly organizes and runs the BISD Marching Festival every October.
- Represents BUBB at the PTSA presidents council meetings
- Works closely with other BUBB officers to
  - Resolve BUBB issues
  - Plan future BUBB activities
  - Improve BUBB policy, procedures, and guidelines
  - Present a positive image for BUBB
  - Finds ways to improve parent and student involvement in BUBB
- Performs other BUBB officer duties if necessary

The vice-president shall, in the absence of the president, preside at all meetings of the executive board and the general body. He/she shall act as the president's aide in all activities.

Section 5 – The vice-president shall reside over the Fundraising Committee. He/she also tracks the budget, and works closely with the treasurer in writing checks, and working with budget concerns.

– The secretary shall keep records of all meetings of the general membership and of the executive board, conduct the correspondence of the BUBB and perform such other duties that may be designated to him/her.

Section 11 – The treasurer shall receive all monies of the organization, shall keep accurate records of receipts and expenditures, and shall pay out funds only as authorized by the organization. The treasurer shall present a statement of account at every meeting of BUBB and at other times when requested by the organization.

Section 12 – The historian shall add the years' chapter to the history of the organization collect and preserve documents, letters, and reports of interest. He/she shall also display the BUBB scrapbook when appropriate.