

2017-18 Band Parents Association Board and Chair Positions

Board Positions

President
Vice President
Secretary
Treasurer
Communications

Chair Positions

Band Camp
Cake Walk
Concessions
Decal Drive
Game Night Chaperone Coordinator
Senior Banners
Senior Night
Uniforms (Fall)
Uniforms (Spring/Summer/Middle School)
Van/Equipment Truck
Volunteer Coordinator

Description of Roles

President: Recruit and appoint committee chairs, and recruit interested individuals to run for Board positions. Plan agenda for, and facilitate, all Band Parent meetings. Serve as primary point of contact between Band Parents and Band Director/other school district officials. Provide support to Board and committee chairs as needed.

Vice President: Learn the job of president and assume President's role after VP term. Attend Band Parent Board meetings and band performances. Act in support role for president and Board. Attend Band Parent Board meetings and band performances. Support committee chairs and officers as needed.

Secretary: Prepare meeting agendas in coordination with President. Keep minutes of meetings and prepare and distribute in advance of meetings. Prepare and maintain other documents and records as needed.

Treasurer: Maintain accurate books and records, and make regular reports, concerning all fundraising and financial transactions. Serve as primary contact for all bank accounts and paypal account used by Band Parents. Maintain and monitor Band Parents post office box.

Communications: Coordinate with Band Director, Board, and chairs to send all communications on behalf of Band Parents. Update band website and social media. Prepare and arrange for printing of performance programs and other printed materials.

Band Camp: Work with Band Director to organize student paperwork, room assignments, medical forms, check-in, and luggage check procedures. Work with Communications and Volunteer Coordinator as needed to ensure all volunteer slots are filled.

Cake Walk: Plan and organize annual Cake Walk fundraising event. Work with Communications and Volunteer Coordinator as needed to ensure all volunteer slots are filled and community awareness is raised.

Concessions: Coordinate with Volunteer Coordinator to staff all home varsity and JV football games. Coordinate buyers to appropriately stock concession stands. Coordinate preseason opening and cleaning, and closing down stand at end of season. Be present for each game (from 4:00 through end of game/close of stand) to train new volunteers, make decisions, and fill in for any missing volunteers. This position is best filled by two people who can share duties.

Decal Drive: Plan and organize annual decal drive fundraising event. Work with Communications and Volunteer Coordinator as needed to ensure all volunteer slots are filled and community awareness is raised. Create forms, maps, and student routes. Develop and secure donations from local businesses.

Game Night Chaperone Coordinator: Work with Volunteer Coordinator to ensure sufficient parent volunteers to ride buses with students to all away games. Be at school during student report time, to meet and provide direction to chaperones on away game nights.

Senior Banners: Coordinate preseason pictures of senior band members, order banners, and work with Volunteer Coordinator to secure volunteers to hang and take down banners at every home Varsity football game.

Senior Night: Organize senior gifts and awards for final spring concert each year.

Uniforms (Fall): Coordinate fitting of incoming high school students and assignment of formal marching uniforms to individual students. Distribute fall uniforms to students in advance of football games, and assist with check-in and storage of uniforms after games. Arrange for off season cleaning of uniforms, and coordinate ordering of any replacement uniform items as needed.

Uniforms (Spring/Summer/Middle School): Coordinate fitting of new middle school band members, and arrange for ordering of middle school band shirts in advance of first middle school band concert in the fall. Coordinate fitting of incoming high school students, and arrange for ordering of high school summer polos and shorts, shoes, and gloves. Coordinate ongoing sale of extra gloves during fall marching season.

Van/Equipment Truck: Pick up equipment truck for away games. Help load and unload instruments, and drive truck to game and back.

Volunteer Coordinator: Work with Board and chairs to determine volunteer needs and create and manage sign-upgenius (or similar sign-up tool) for all events. Ensure that all volunteer positions are filled.