

# **BVWBB Job Descriptions**

## **President**

- Oversees all Board Members
- Directly communicates needs with Band Directors/Staff
- Creates annual budget with Band Director
- Maintains communication with all booster members
- Responsible for all meeting dates/agendas for board/boosters
- Assists with Board/Chair duties as needed (marching season)

## **Vice President**

- Assists President and can serve as “President Elect”
- Responsible for logistics such as band shirts, senior banners, photographer coordination, etc. as needed
- Works with Band Directors on recruitment ideas from Middle Schools
- Assists with Board/Chair duties as needed (marching season)

## **Treasurer (Jen Wall)**

- Maintains all BVWBB income/expenses reports
- Collects band fees from membership
- Reimburses board members for purchases as needed
- Works with an accountant on annual tax reports

## ***\*Assistant Treasurer (Chair)***

- Assists Treasurer with workload as needed
- Trains to assume the Treasurer role after a year of experience

## **Secretary/Social Media (Jan Wisdom)**

- Records all minutes from Board and Booster Meetings
- Posts current and upcoming booster events on social media outlets
- Works with Band Directors on any additional parent communications needs

## **Operations**

- Oversees all logistics for props, building, moving, storing, trucks, etc.
- Creates plan for volunteer (schlepper) needs for competitions/games
- Works with Band Director on needs for marching and football game logistics

## ***\*Props/Schleppers (Chair)***

- Assist with building necessary props, manage schleppers and equipment
- Helps with behind-the-scenes management as needed

## ***\*Uniforms (Chair)***

- Coordinates fittings and alterations volunteers (no sewing exp. Necessary)
- Manages the uniform check out and return system with Band Director
- Helps with competition and game day uniform volunteer needs

## **Food/Travel (Victoria Edmondson)**

- Plans for meals/snacks for competitions and game days
- Coordinates volunteers for competitions and game days
- Assists Band Director with buses, travel, hotel, logistics as needed

## **Fundraising (Mandy Stone)**

- Oversees all band fundraising activities
- Researches and proposes fundraising ideas to the Board for review
- Works with the Band Director on specific fundraising as needed

### ***\*Scrips (Chair) (Kara Smith)***

- Works with the Treasurer on Scrips management and payout
- Trains/assists families on the use and benefits of Scrips
- Communicates upcoming Scrips offers through social media (Secretary)

### ***\*Grocery Books (Chair) (Jean Svoren)***

- Works with the Treasurer on grocery book management and payout
- Assists families with obtaining grocery books as needed
- Communicates any special offers or reminders through social media (Secretary)

### ***\*All Band Fundraisers (Chair)***

- Helps Fundraising Board Member develop unique fundraising opportunities
- Find Committees to help promote and run fundraising event as needed

## **Color Guard (Melissa Mills)**

- Communicates with parents on Color/Winter Guard events & volunteer needs
- Develops Winter Guard budget with President and Board approval
- Design recruitment opportunities for middle school involvement

## **Special Events**

- Oversees all of the planning, organizing and execution of special events for band
- Works with the President and Band Director as needed on special opportunities
- Coordinates all communication/promotion of events to band families

### ***\*Concerts/Jazz Events (Chair)***

- Assists with refreshments needs and/or special set ups and volunteers
- Works with President and Band Director as needed in developing this events

### ***\*Banquets/Awards (Chair)***

- Organizes the refreshments, program, awards, etc. needed for 8<sup>th</sup> grade picnic, end of year banquet, etc.
- Works with Band Director as needed on awards or other needed items at events

*Thank you in advance for your thoughtful consideration on how you can serve the band in 2021-22. The program simply cannot run without a strong booster organization and parent volunteers as every level.*

*We look forward to a fantastic year ahead!*