

## 2011-2012 JOB DESCRIPTIONS of ELECTED AND OTHER VOLUNTEER BAND BOOSTER POSITIONS

Anyone interested in an officer, coordinator, or other volunteer position, please contact the Booster Vice President and for MS please contact the MS Vice President.

Detailed descriptions for each job are found in the Band Booster Manual.

### **PRESIDENT – Eileen DiGiovanna**

The President's responsibilities include:

- Being a voting member of the Band Booster Board and leader of the team actively planning band activities
- Planning, scheduling and running monthly Band Booster meetings
- Holding additional Band Booster board meetings as needed
- Holding regular planning meetings with the directors to coordinate Booster support of band activities as needed. It is recommended there be a weekly call or meeting to discuss ongoing activities and band booster support as needed
- Overseeing the development and execution of the budget (working with directors and coordinators) and ensuring that Boosters operate enough fundraisers to cover expenses
- Following the Booster manual and general band calendar to plan for anticipated events and activities, delegating as necessary
- Communicating with band parents via a letter sent out in August, emails as needed, and speaking at concerts
- Ensuring that all Booster Board actions are in accordance with Band Booster bylaws

### **VICE PRESIDENT – David Kormis**

The Vice President's duties include:

- Being a voting member of the Band Booster Board and part of the team actively planning band activities
- Attending monthly Band Booster meetings and any additional board meetings as needed
- Following the Booster manual and calendar along with the President to plan for anticipated activities and events
- Handling facilities requests for building use, etc.
- Soliciting additional volunteers to fill positions as needed, making those volunteers aware of their responsibilities and providing assistance as needed
- Assisting the President as needed
- Tracking all HS Band fees

## **VICE PRESIDENT – MIDDLE SCHOOL – Vacant**

The MS VP's job includes:

- Being a voting member of the Band Booster Board
- Working with the MS parent volunteers and the MS director to support the MS band program
- Coordinating chaperones for MS band events and spring trip
- Coordinating the Middle School Night during Marching Stallions season

## **SECRETARY – Kathy Weeks**

The Secretary's responsibilities include:

- Being a voting member of the Band Booster Board and part of the team actively planning band activities
- Taking attendance and minutes at all Booster meetings and board meetings
- Communication-creating and maintaining email distribution lists for each band group and sending out emails for directors, officers, and coordinators as needed
- Sending out Band Booster correspondence as needed
- Maintaining and publicizing the general band calendar

## **TREASURER – JJ Dickinson**

The duties of the Treasurer include:

- Serving as a voting member of the Band Booster Board
- Handling all Band Booster funds, including deposits and outgoing checks
- Maintaining the accounting for each band group, according to the budget
- Maintaining student accounts
- Attending monthly Band Booster meetings and any Band Booster Board meetings to present the financial report

## COORDINATORS:

### **MARCHING STALLIONS COORDINATORS – Eileen DiGiovanna, Deb Boullianne, Nancy Ferrell**

The Marching Stallions Coordinators begin in the spring preparing for the fall marching season. They build a team of volunteers to serve in a variety of functions including chaperones and the pit crew. They work closely with the director to plan the following activities:

- Spring kick-off parent meeting
- Student registration and collection of fees
- August Marching Stallions Camp
- Stallion Stampede performance
- Home football half-time performances
- Pep band trips to away football games
- Trips to competitions
- Senior/Middle School night
- Homecoming Parade
- Fundraisers
- Social events such as a pool party and end-of-season banquet

### **MSt Volunteer Coordinator – Deb Boullianne**

Assist the MB Coordinators by recruiting and supervising parent volunteers for all home and away game events to include 50/50, chaperones and pit support.

### **MSt Social Event Coordinator – Jan Smith**

The MB Social/Event coordinator is responsible for organizing the August pool party, senior night, and the end of season banquet for the MSt.

### **MSt Buck a Slice – Nancy Ferrell**

Organizes the Buck-a-slice days for Band Camp

### **MSt Equipment Coordinator – David Mull**

The Equipment Coordinator is in charge of the equipment used for halftime shows, competitions, and away games. Also supervises the loading and unloading of instruments and equipment and truck rentals.

### **MSt PIT CREW – Our Fabulous Marching Stallion Band Moms and Dads!**

### **MSt Spirit Wear – Eileen DiGiovanna**

The Spirit Wear volunteer manages the ordering and distribution of MB spirit wear items.

### **MSt DVD – Vacant**

The DVD Producer films and produces a commemorative DVD of the Marching Stallion season to premiere at the end of season banquet.

### **UNIFORM COORDINATOR – Beth Rockwell**

The job of the uniform team is to manage the inventory, assignment, collection, storage, alterations, and repairs of all uniforms. This includes Marching Stallions uniforms, concert uniforms, and all shoes and accessories. A large team is desirable, as the duties often require some volunteers to be at school during the day for student measurements and also in the evening and on weekends when uniforms will be worn. The Uniform Coordinator will oversee this operation and schedule the uniform volunteers as needed according to their availability.

### **CONCERT COORDINATORS – Vacant**

The Concert Coordinators manage Booster support at concert events throughout the school year and ensure that volunteers are there to handle refreshments, stage set –up, programs, and the Band Booster table.

### **DRUMLINE COORDINATOR – Vacant**

The Drumline Coordinator works with the Director to manage the Indoor Drumline season. This includes registration, collection of fees, fundraising, communication, competition logistics, truck rental, spirit wear, and social events.

### **JAZZ BAND COORDINATOR – Christine Stapleton**

The Jazz Band Coordinator supports the Jazz Director in managing activities of the 3 Jazz bands. This includes communication, spirit wear, recruiting chaperones and drivers for the Chantilly Jazz Festival, concert support, and coordination of the Evening of Jazz.

### **WINTERGUARD COORDINATOR – Sherry Mull**

The Winterguard Coordinator works with the Guard Instructors and the SCSS Faculty Liaison to manage the indoor Winterguard season that starts in Nov./Dec. This includes registration, collection of fees, fundraising, communication with parents, spirit wear, scheduling, carpooling and other logistics.

### **BAND CAMP COORDINATORS – Greg and Lisa Packer**

The Band Camp Coordinators handle hospitality for the 2 Saturday band clinics in January. This includes breakfast/lunch for clinicians and directors and lunch for students.

### **HS SPRING TRIP COORDINATOR – Vacant**

The HS trip coordinator works with the directors to manage the Spring band trip. This includes student and chaperone sign-ups, collection of fees, logistics, etc.

### **WEBMASTER – Mark Swope**

The Webmaster updates the Band Website. This involves gathering photos, announcements, forms, calendars and other current information from the directors and coordinators.

### **AWARDS COORDINATOR (MB & June Awards Concert) – Vacant**

The Awards Coordinator assists the directors in preparing award certificates and securing letters, pins and other awards to be presented at the MB Banquet and the June Concert.

### **TINY TOTS EVENT COORDINATOR – (this position rotates every three years for band, drama and chorus) – Vacant**

The Tiny Tots Event is both a fundraiser and a concert and includes both a daytime and an evening performance. It is a joint event with drama, chorus and orchestra and takes place just prior to the Winter Break.

### **SENIOR RECOGNITION COORDINATOR (MB & June Awards Concert) – Vacant**

The Senior Recognition Coordinator gathers photos and info on the senior band members and prepares for MB Senior Night during football season as well as a special program and slide show for the end of year concert.

Pizza helpers for MS/Senior Night: Eileen DiGiovanna, Nancy Ferrell, Dave Kormis

## FUNDRAISING COORDINATORS

### **TAG DAY – Sherry Mull, David Kormis**

The Tag Day Coordinator manages the largest single band fundraiser, which takes place every year in September. This involves instructing students, soliciting drivers and other volunteers, preparation of packets with maps and routes, and also overseeing the accounting and lunch.

### **PATRON CAMPAIGN - David Kormis**

Solicit and Track Patrons for this year-round Fundraiser. Patrons will be featured in programs through the year.

### **FRIENDS OF THE SOUTH COUNTY BAND (FOSCBA) – Vacant**

The job of the Friends of South County Band Coordinator involves preparing packets, instructing students on the procedures, and collecting and acknowledging donations for this letter-writing campaign. FOSCBA takes place in the fall.

### **PIE SALE – Vacant**

The Pie Sale team prepares packets with instructions, collects and places orders, and schedules and manages the delivery of pies. This takes place in the fall, prior to Thanksgiving break.

### **COOKIE DOUGH SALE – Jeannie Ervin**

The Cookie Dough team prepares packets for students, collects and places orders and manages delivery/pick-up of cookie dough. This fundraiser takes place in January.

### **SCRIP – Susan Dilbeck, Sherry Feehs**

The SCRIP volunteers manage the sale of grocery and other retail scrip. This includes advertising the program to band families and processing orders as well as accounting. This program continues throughout the school year.

### **OTHER –**

The Band Boosters are always looking for new ways to raise money. Anyone with ideas and/or a willingness to lead a fundraiser should contact the Booster President or Vice President.