

## ***Hays Band Booster Organization Officer Duties***

<b>Office / Volunteer</b>	<b>Duties &amp; Description</b>
President	<ul style="list-style-type: none"> <li>• Run Booster Meetings</li> <li>• Fill in for missing officers</li> <li>• Main representative to the Director of Hays Bands</li> <li>• Executes requests by band directors</li> <li>• Manages finances with treasurer</li> <li>• Recruits and supports Booster Executive Board Officers</li> <li>• Primary contact for band parents</li> <li>• Generates ideas for new projects</li> <li>• Coordinate communication between directors and booster organization</li> <li>• Coordinate communication among booster officers</li> <li>• Co signs checks</li> </ul>
Vice Presidents	<p>Ways and Means</p> <ul style="list-style-type: none"> <li>• Purchases/keeps inventory of food, supplies &amp; equipment for booster group and for events</li> <li>• Co- signs checks</li> <li>• Fills in during absence of President.</li> <li>• (Traditional) Cooks the burgers and dogs- for end of summer/Lock in</li> <li>• Maintains storage unit and brings supplies to events</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Takes minutes of all meetings</li> <li>• Prepares minutes for approval at next meeting</li> <li>• Generates correspondence and thank you notes on behalf of the boosters</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Prepares budget and reports for approval at next meeting</li> <li>• Collects and deposits checks from fundraisers</li> <li>• Maintains records for tax returns and submits to the accountant and IRS</li> <li>• Reports to boosters that the tax return has been filed each year</li> <li>• Write checks for approved purchases</li> <li>• Check PO box /mail for band statements/bills to be paid</li> </ul>
Marching Season Coordinators	<ul style="list-style-type: none"> <li>• Coordinate Monday evening snacks</li> <li>• support directors</li> <li>• Coordinate spirit raising events ie banners, send offs, treat bags for band events</li> <li>• Support Uniform Coordinator</li> <li>• Coordinate before-game Meal Plan</li> </ul>
Uniform Coordinators	<ul style="list-style-type: none"> <li>• Inventory uniforms</li> <li>• Coordinate volunteers to hem and repair uniforms</li> <li>• Gets volunteers for crunch-time of check-in/out</li> <li>• Size and check-out uniforms for marching season</li> <li>• Check-in uniforms after marching season</li> <li>• Coordinate cleaning of uniforms</li> </ul>
Pit Crew	<ul style="list-style-type: none"> <li>• Coordinate volunteers to move stands, props, sound and percussion equipment on and off the field during games</li> <li>• Coordinate volunteers to design &amp; build props or other equipment</li> <li>• Coordinate with directors for their pit requirements</li> </ul>

## ***Hays Band Booster Organization Officer Duties***

<b>Office / Volunteer</b>	<b>Duties &amp; Description</b>
Fund Raising Coordinators	<ul style="list-style-type: none"> <li>• Develop new fund-raising ideas</li> <li>• Coordinates with businesses for sponsored events</li> <li>• Coordinates with VP/Ways &amp; Means for supplies</li> <li>• Tamale/ coke sales</li> <li>• Scholarship dinner</li> <li>• Spirit items- t shirts, d-cals, bags, photo buttons</li> <li>• Silent Auction</li> <li>• Concession stands for Solo and Ensemble</li> </ul>
Publicity	<ul style="list-style-type: none"> <li>• Distribute press releases</li> <li>• Work with student publicity officer</li> <li>• Promote band booster fundraising events with local media</li> </ul>
Spirit/Hospitality Coordinators	<ul style="list-style-type: none"> <li>• Coordinate and plan for parties and picnics- End of Summer band picnic, Lock in, and End of Year band Picnic</li> <li>• Coordinate meal for judges lunch at Solo and ensemble</li> <li>• Gift baskets for opposing team band boosters</li> <li>• Birthday recognition for directors</li> </ul>
Barton & Dahlstrom Middle School Reps	<ul style="list-style-type: none"> <li>• Keep communications flowing between Middle School directors / parents and the Boosters organization</li> <li>• Assist with Band Scholarship Dinner Fundraiser and other fundraiser activities at the middle school level</li> <li>• Coordinate the desserts for scholarship dinner</li> </ul>
Webmaster	<ul style="list-style-type: none"> <li>• Keep haysbands.org up to date with input from directors, president &amp; other officers</li> <li>• Maintain calendar (upcoming events and full calendar)</li> <li>• Coordinate web hosting &amp; domain name procurement</li> <li>• Ensure website conforms to accepted policies for privacy and protection from predators</li> </ul>
Email Coordinator - traditionally this has been webmaster	<ul style="list-style-type: none"> <li>• Procure distribution list server (currently Google Groups)</li> <li>• Coordinate with Hays HS, Barton &amp; Dahlstrom directors to get parent email addresses at beginning of school year</li> <li>• Traditionally Hays HS has one list, middle schools have two or three lists (6th, Symphonic / Wind Ensemble)</li> <li>• Maintain lists as parents' email addresses change</li> <li>• Bouncing email addresses are simply removed</li> </ul>
Volunteer coordinator	<ul style="list-style-type: none"> <li>• Coordinates volunteers for all Booster events. Will coordinate with the chairperson of each event to establish number of volunteers needed</li> <li>• Call to welcome incoming freshman parents</li> </ul>
Senior Parent chairperson	<ul style="list-style-type: none"> <li>• Coordinates senior parents to establish the senior gifts and recognition for the year ie, tshirts, boutonnières, senior band picture, gifts, ornaments, DVD</li> </ul>