

## **NON-BOARD COORDINATOR & COMMITTEE CHAIRS POSITION DESCRIPTIONS 2011-2012**

### **Marching Season Uniform Coordinator**

This volunteer oversees the fitting, game night's distribution, small mending, collection for dry cleaning and end of the year recovery of the Marching Season Uniforms. Some Excel or Word skills are helpful - but not mandatory - to maintain the Assignment Roster & lists for the kids. This activity begins in August and is completed after States in November.

### **Concert Season Uniform Coordinator**

This volunteer oversees the fitting, distribution, cleaning and recovery of the Concert Dress Uniforms. This begins in the fall with the sizing and distribution of uniforms to the students. The uniforms are collected at the end of the school year typically after the last formal dress activity, i.e.; after KOTA, Spring Concert or Graduation. Some Excel or Word skills are helpful - but not mandatory - to maintain the Assignment Roster & Lists for the students. Simple sewing skills would be a plus but not required.

### **Field Crew Director**

This volunteer is in charge of coordinating and leading our brave Football Season Field Crew. This may include organizing a prop "build", organizing truck rentals for away football games and competitions, sending out the emails to the field crew with game & competition info, coordinating the weekly Field Crew "dinners", etc. This responsibility typically runs from August through States in November.

### **Golf Tournament Coordinator**

This is a short term special fundraising project. The coordinator is responsible for soliciting a parent committee starting with the last Parent meeting in May. The coordinator and committee will be responsible for planning a Fundraiser Golf Tournament, historically held the Saturday of Thanksgiving Weekend. This will include identifying a golf course/facility, plan a round of golf, awards banquet and dinner, lunch and beverages while on the course, food vendor for dinner (if the course allows outside vendors), open or cash bar and raffle. This has been an annual event for the past three years so there is a track to run on.

### **Football Season Retail Sales**

This volunteer is in charge of picking up the Travel Suitcase & portable table, prior to the start of football games, to set up and sell the products (Flags, Football Programs, T-shirts, License Plate Plaques, etc.) outside the Stands entrance. All materials are returned to storage in the Music Room lockers at the end of the game. Replenishing of the products, inventory and record keeping are required. The funds are turned into the Treasurer on a weekly basis. T-Shirt inventory is kept in the Band Room for replenishment. We have a wheeled suitcase, collapsible lightweight table and cashbox for this task. This activity only runs through football season.

### **Communications Coordinator - 2 - 3 positions**

*One position supports Band activities, one position supports Guard and one supports Orchestra activities*

This position requires an outgoing and friendly personality who will screen general questions from parents about upcoming activities and procedures. This is ideally suited to an upperclassman parent who has been there and done it! This is someone who is willing to respond to questions by email or phone. The goal is for new parents to be able to reach out to another parent and ask questions.

Based on parent concerns, this person(s) should generally be available for responding to questions prior to a big activity, e.g. For Band: first football game, first away football game, competitions, and states, when most parents realize that they need support. For Orchestra: Field trips, assessments, etc. This can all be done from home but being available prior to the activity, on campus would be a plus but not required.

### **Hospitality Coordinator(s) (1-2 people)**

This person(s) will be responsible for assisting the board with preparing for parent meetings, i.e.; Monthly and Special Music Program Parent Meetings and Open House. Typically this will include setting up chairs, sign-in sheets, refreshments, if planned, and just being an extra person for setup about 45 minutes before a meeting.

### **Fundraiser Coordinator (1-3 people)**

This person(s) works with the VP of Fundraising to organize and manage individual fundraising activities over the course of the year. This may include distributing order packets to students, reconciling orders, meeting/chaperoning a company representative at the school, etc. This is ideally suited to someone who may be available occasionally during the school day.

### **Carwash Coordinator**

In conjunction with the VP of Fundraising, this parent assists with coordinating the car wash dates with the local Gas Stations. This also includes overseeing the actual car washes and sign-ups for parent and student volunteers. Car washes may be held every other month or monthly depending on the schedule organized by the board.

### **Football Season Pre Game Meals Coordinator**

This person(s) is responsible for organizing the pre-football game meals for the students who have purchased the meal plan. This includes contacting vendors and ordering on Tuesday for Thursday and Wednesday for Friday games, contacting the Publix deli manager at the start of football season to organize beverages for each game, picking up beverages, paper goods, food (when delivery is not provided), and other supplemental snacks. This person is responsible for getting the required funds from the Treasurer to make payments to vendors. The coordinator along with the VP Bands will organize additional parents to assist the coordinator with food set-up, serving and clean-up.

### **Progressive Dinner Chair**

This person organizes the Progressive Dinner Fundraiser that takes place in late September. Once the date is determined by the Board, this person will be responsible for soliciting other parents in the association to act as hosts for appetizers, dinner and dessert. In addition, this person will be responsible for promoting the evening to the association for participation as “guests” at the homes of the hosts. This is ideal for someone who would like to work on a short term project that is always lots of fun and raises money for the general fund. The project begins in early September and is over by the end of the month. This person can bring on a team of parents to assist as needed. All money from the sales of “tickets” will be handled by the Board Treasurer.

### **End of Year Banquet Coordinator**

This person will work with the Music Director, Board President and Board Treasurer to organize the end of the year Music Program Banquet. This person will be responsible for implementing many of the details of the evening such as student awards, end of year thank you gifts, banquet room setup, etc. A separate decorating committee will coordinate with this person to make sure that the decorations are in line with the overall plan for the evening. Time commitment is limited to coordinating the banquet over the last 4-8 weeks of the school year.

### **End of Year Banquet Decorating Committee Chair (Senior Parent)**

This is a short term project leader for the decorations for the end of the year Music Banquet. Tradition has been that the Committee chair will be a Senior parent and the majority of the committee will be composed of parents of outgoing Seniors. Participation will be solicited by the Board President and Banquet Coordinator. This committee will determine the theme for the decorations in coordination with the End of Year Banquet Coordinator, the Board President and Music Director. The committee is given a budget to accomplish the task. Typically the committee will meet to create centerpieces and then decorate the banquet room late in the afternoon of the Banquet. The committee is also responsible for taking the decorations down at the completion of the banquet and storing them for future use in the band room. The time commitment is limited to the last 2-4 weeks before the banquet and usually is no more than a total of 10-15 hours.

### **Football & Music Program Fundraiser Coordinator**

This is a short term Summer project that begins in May and ends in September. This individual is responsible for promoting the Football Program Fundraiser starting with the last Parent meeting in May and providing the forms and a copy of last year's football program book as a marketing tool to all interested families. Families will sell ads, complete the paperwork, collect payment and then turn in all the materials to the coordinator per prearranged deadline dates. As of August 1st, the coordinator will focus on the layout of the material in conjunction with the printer. This position requires knowledge of excel and an attention to detail. This can be done over the Summer from one's home and does require some follow up communication with families via email and occasional telephone. The VP of Fundraising will provide additional support and guidance.

### **International Dinner Coordinator**

This is a short term special fundraising project for an evening event held in the cafeteria one night in February. It is suggested that the coordinator pull a small committee together for implementation. Typically the coordinator will select 3-4 dinner themes (Italian, Chinese, etc.) and then have the Senior music students vote for their favorite. The coordinator will be responsible for soliciting bids from area restaurants to cater the food for the event. Working with the Treasurer, VP of Fundraising and the Board President, they will choose a vendor, sell tickets to the event and organize the required food, beverages, and desserts and paper goods, etc. The committee will solicit donations of raffle items from area businesses and parents within the Association for a raffle the evening of the event. The coordinator will also coordinate entertainment from the

Music program via the Music Director. The date is usually planned in November/December and activity usually begins in January.

***More detailed information on EACH Volunteer job will be provided by the current volunteer. Each of the volunteers in these positions has offered to work closely with the new candidate to ensure a smooth transition!***