

## Band Booster Organization Chart - Description of Roles

Role	Time Commitment	Description
President		
Uniform Team Lead	June-November	This role manages the marching uniform inventory, and arranges the measuring/fitting/assignment of all marching band participants into their uniform for the season. This position also helps manage the ordering of marching shoes, uniform t-shirts, and uniform gloves each season. This position can be filled by more than one person. Additional help per event is requested in Charms.
WGI/MCCGA/CSPA Event Committee Chair	January-April	In the event that Howell hosts a winter program competition, this role is responsible for coordinating the event. This role can be filled by more than one person, and this role will have a team to help get the event organized. Staffing sign-ups will be posted to secure staff the day of the event.
Trailer Coordinator	Year-round	This role is responsible for the upkeep of our band trailers, and will work with potential drivers to ensure that their vehicle and experience meet the qualifications for safe towing.
Props Design/Build Team Lead	June-August	This role will work with the staff of the marching show to help realize the visual elements of the show. This position will have a team to help them turn design concepts into something that works in reality. Common concerns are cost of materials, ability to break the visual down to a transportable size, and portability once assembled.
Auditor	May	This role works with the Treasurer and Controller when

		taxes are reported, to ensure that record-keeping was done properly.
Winter Drumline Liaison	December-April	This role is a parent of a student participating in the Winter Drumline program. This parent will have a working relationship with the Drumline staff (Mr. Ishman) to facilitate supporting activities for the program. For example, make show shirts available for parents, ensure hotel rooms for travel are being booked, build a prop team, if necessary.
Vice President		
Catalog Order/Fundraising Coordinator	Year-round, but more active June-November	This role is responsible for organizing catalog fundraisers, primarily through the Marching Band season, but could other propose other opportunities as they become available. This role can also organize dine-out nights or other events that enhance the band's fundraising.
Family Arena Coordinator	Year-round	This role is the contact person for the Family Arena, and arranges for opportunities for families to work concessions at FA events to earn money towards dues. This person needs to be familiar with the calendar to make sure FA opportunities don't overlap with band events. This role needs to recruit parents to be Stand Captains and ensure that there is a stand captain available at each event. This person will use social media channels and/or email to advertise the event and provide instructions for signing up.
Spirit Wear Coordinator	Year-round	This role will have a relationship with our apparel vendor (traditionally STL Shirt Co) and periodically set up "store" events for families to order band apparel. This can happen a few times throughout the year for general apparel. In addition, when show shirt designs are complete, this person will make sure a store is available for families who want to order apparel specific to the show.

Car Wash Team Lead	June/July	This role will secure three locations in the area to hold a car wash event. This is one day, with three locations. Locations should have parking lot space that could be used for washing multiple cars, without negative impact to their business. There will be at least one parent supervisor at each location. The lead will ensure that there are adequate supplies available for all three locations and will work with the parent site supervisors to distribute supplies.
Craft Fair Committee Chair	October-December	This role is responsible for organizing one of the two largest fundraisers for our organization. This role can be filled by more than one person at a time, and will have a planning team helping them. Sign-ups will be posted to ensure staffing the day of the event.
Invitational Committee Chair	June-September	This role is responsible for organizing one of the two largest fundraisers for our organization. This role can be filled by more than one person at a time, and will have a planning team helping them. Sign-ups will be posted to ensure staffing the day of the event.
Treasurer/Controller		
Trip/Hotel Coordinator	Occasionally needed for Marching band; primarily for Winter programs - December-March	This role will work with the treasurer and controller to understand the travel budget and number of rooms required for out of town events, and will secure contracts for a group of rooms. Winter programs typically have more out of town trips than the fall program, but occasionally arrangements may need to be made for an overnight stay during the fall season.
Scrip Coordinator	Year-round	This role is the primary contact for the band's Scrip program. This role is responsible for getting earnings reports to the treasurer each month, and ensuring that physical gift card orders are delivered to families that order them. This role is also responsible for promoting special offers from the Scrip

		program on our social media channels, to help families make the most of Scrip opportunities.
Winter Guard Liason	December-April	This role is a parent of a student participating in the Winter Guard program. This parent will have a working relationship with the Gurard staff (Mr. Fritch) to facilitate supporting activities for the program. For example, make show shirts available for parents, ensure hotel rooms for travel are being booked, build a prop team, if necessary.
Volunteer Coordinator		
Competition Meals Coordinator	August-October	Band competition days are often 12+ hour days. To ensure that each student is able to have at least one meal, the boosters arrange to feed all students at least once per competition. This role is responsible for sourcing a minimum of one meal per outing, and coordinating any equipment needed to facilitate the meal. This role could have a small team, if desired. Additional sign-ups will be hosted for additional parent help with prep and serving on competition days.
Banquet Coordinator	April	This role works with our banquet facility (traditionally Old Hickory Golf Club) to ensure the venue is secured each year, and arrange the menu and provide an expected headcount. This role can form a committee to help with decorations, invitations, etc, if desired.
Fauxcoming Coordinator	October/November	Fauxcoming is an end-of-season party specifically for marching band students. On occasion, the band is at a competition during the school's homecoming dance, so the boosters throw a private dance just for the marching band to make up for it. This role can be form a team to help coordinate a theme and design decorations. This role will have a budget for decorations, snacks, and facility rental. Sign-ups will be posted for additional parent help during

		set-up and for chaperoning during the event.
Lock-In Coordinator	July/August	This role is responsible for coordinating an overnight event for the band students over the summer. Traditionally, this is after band camp, but before the start of school. This role will need to secure a venue and plan activities and snacks to keep the students entertained all night. Sign-ups will be posted for additional parent help during the event.
Band Buddy Coordinator	June-October	The band buddy coordinator is a “seasoned” band parent who puts together helpful information for new parents, and offers their contact information for questions or help. This person is someone who is willing to mentor new band parents, and/or introduce them to another band family who can help mentor them through the season.
Senior Night Coordinator	September	This is traditionally the parent of a Junior student. Senior Night is the night of one of the last football games of the season. Seniors receive special recognition before the game, and the band seniors put on a special “Revue” performance after the game. This role arranges a senior night reception after the game. Responsibilities include arranging for a cake and punch, and providing some type of decoration representing each senior student. This position can have a committee, if desired.
Secretary		
Web/Social Media Team Lead	Year-round	This role manages the content of the Viking Bands website, and should be comfortable posting on behalf of Viking Band’s social media throughout the season to promote the band’s activities and progress. During the marching invitational, this person will be allocated space in the press box to promote participating bands (on Twitter, etc) as they compete.

Photographer/Videographer	July-November	This role can be filled by more than one person. This role is responsible for taking photographs during performances and capturing occasional candid throughout the season. Photos are typically shared on the Booster's private Facebook page, but alternative sharing options are a possibility as well.
Band Button Coordinator	August/September	This role is responsible for coordinating a photo shoot of students in uniform, early in the season, and then editing/sizing photos to fit in a 2.5" button. This person will make arrangements to collect orders from parents, press the buttons, and deliver buttons and collect payment (this is not a fundraiser - payment is nominal and is meant to cover the cost of raw materials). The boosters own a button press, so personal equipment is not required.
Scholarship Coordinator	February-April	The Boosters offer \$500 scholarships to seniors continuing their studies at a post-secondary institution. This role is responsible for assembling a team of (non-senior parent) volunteer readers to evaluate the submitted essays and award the scholarship. The coordinator will receive all of the applications, but will ensure that the applications are anonymized before distributing to readers.
Nominating Coordinator	February/March	This role is responsible for collecting nominations for board positions. Board elections occur at the March meeting, and nominations are submitted starting in February. This individual is someone not currently on the board and not running for a position. This person will (with one or two others) count the votes at the March meeting and return the results to the board.