

## **SMHS Music Booster Executive Board Officer Descriptions**

In addition to their specified duties, Executive Board members are expected to attend monthly booster meetings and attend all major events and help wherever needed. Please note that while jobs are divided all members of the booster organization work as a team in the best interest of the band program as a whole in an effort to make sure no one person is on their own in any project. A successful SMHSMB is a team effort!

**President** – Provides leadership and focus to booster organization by maintaining communication with directors, board, and standing committee chairs/coordinators; facilitates efforts to meet seasonal and defined purposes of the booster organization, and regularly reviews financial status of the organization. Ability to plan and multi-task, and strong communication, organization and leadership skills are helpful.

\*must be a current SMHSMB member when elected

**VP Logistics** – Provides leadership for and coordinates logistical needs of the organization to successfully design, build and/or acquire props, moving and storage of program equipment, and plans for/directs the volunteer efforts needed to accomplish those tasks for tournaments, performances and other program related events. Ability to set/meet goals, multi-task, and strong communication/organizational skills helpful.

\*must be a current SMHSMB member when elected

**VP Fundraising**—Provides leadership for and coordinates fundraising committee efforts to successfully organize/complete activities that provide financial support to SMHSMB such as Jazz at the Lake, Winter Concert Auction, Motors for Music, Winter Guard Tournaments, Corporate Sponsorships, and student-focused fundraisers such as Rehearse-a-thon and SMA Team Building Nite. Needs to be available to attend all fundraisers. Ability to set/meet goals, multi-task, and strong communication/organizational skills helpful.

**Secretary** – Maintains accurate records of all proceedings, motions and votes at board meetings; prepares meeting minutes; and completes correspondence on behalf of the organization (KRITK, SUG & updates on FB & Website) as needed. Helps to coordinate volunteers for program-wide activities such as Fall tournaments and large-scale booster-hosted events. Coordinates social media posts with webmaster. Good note-taking, communications and organization skills helpful.

**Treasurer** – Maintains an accurate record of all income and expenses of the organization and reports to board monthly; develops annual budget with director and president; maintains all bank accounts and financial records of the organization;

provides year-end donor letters. Attention to detail and experience with accounting practices, fiscal guidelines, and Quickbooks critical. CPA certification preferred.

\*must be a current SMHSMB member when elected.

## **SMHS Music Booster Coordinator Descriptions**

All Committee Members are encouraged to attend board meetings and communicate directly with the executive board and directors.

***Alumni*** – Maintains alumni contact, facilitates flow of information between music boosters and alumni, and seeks opportunities to keep band/CG alumni connected to SMHS. Prepare tri monthly newsletter with upcoming events, note from the Director and alumni spotlight to help maintain good relationships. Good communication skills and an interest in meeting new people are good skills to have for this position.

***Chaperones*** – Provides supervision and assistance for students during band/color guard travel for competitions and festivals. Comfortable riding a bus, great sense of humor!, creative solution skills, and flexibility to be at competitions helpful.

***Programs & Flier Designer*** - Takes the lead in designing the Spring Concert Program, as well as promotional materials (flyers, posters, etc.) throughout the year using desktop publishing tools as requested by fundraisers, event organizers.

***Communications/Public Relations*** – Promotes band and color guard events/fundraisers within local print, online media and/or in person. Helps create and order needed print items of marketing materials needed for band and color guard events; Comfortable with deadlines, public speaking, self motivated. Good communication skills. (2 people)

***Lead Corporate Sponsor Go Getta*** - Solicits corporate support for the program by compiling a target list, mailing out letters and following up in person or by phone to gain support to meet budget target for fiscal year.

***Dine Outs*** - Coordinate with the VP Fundraising. Work with local eateries to schedule 3-4 dine out events each year to benefit the program.

***Lead Hospitality/Concessions*** – Coordinates food service including inventorying, procurement of supplies, setup-serving-cleanup for all SMHSMB events involving hospitality (with the help of day-of volunteers), including SMA Dinners, SMA Parent

Night, Motors for Music, WG Tournaments and other applicable festivals/concerts. Understands and adheres to proper Food Handling procedures (current food handlers card a plus). Understands food costing/forecasting and budgeting. Able to communicate clearly and delegate tasks. (2 people)

**\*Merchandise/Spirit Wear** – Purchases, sells, and inventories band/color guard logo merchandise at music events throughout the year and through direct order sales. Good merchandising and money-handling skills, and a strong understanding of inventory management helpful.

**Photography Coordinator** - (year round) Coordinate photographers as requested by the board, and independently, to provide quality photos and videos of all aspects of the program including individual/group photos of the students in their marching uniforms, senior family photos, etc, for use in Band media, and sharing with Band families. Organize/maintain central online storage of photos for ease of access by all.

**Grants** – Composes articles and press releases, interacts with media, current and potential donors/sponsors, researches and writes grants on behalf of SMHS Music Boosters. Excellent written and oral communication skills, understanding of grants (or desire to learn), comfortable speaking with donors/sponsors and the ability to present SMHSMB favorably all helpful.

**Props** – Coordinates hands-on labor to create/build show props. Basic carpentry skills, working knowledge of electrical, ability to organize/assign tasks and to meet deadlines helpful. Willing to work with team on weekends from approximately June-October. When vacant, will be chaired by VP Logistics.

**Roadies** – Coordinates loading and unloading of props and band/CG equipment for competitions and performances. Comfort with fast-paced environment, ability to organize/assign tasks and flexibility to be at competitions helpful. Chaired by VP Logistics. 10 - 15 regular volunteers needed for Marching season.

**\*Senior Committee & Traditions Committee (2 people)** - Organizes Senior activities and maintains specific event traditions throughout the year. Coordinates with board for communication & approval of activities and budgets. Lead Chair must be a Senior Parent.

**Special Projects/Events** – Coordinates and organizes events such as Marching Season Championships Trip. Works with Chamber of Commerce representatives, SMUSD officials, travel companies and representatives, vendors, volunteers and

fundraising committees. Prepares for all activities pertaining to event (volunteers, logistics, travel).

***Small Fundraiser Committee (2 people)*** - Organizes details of smaller fundraisers such as Football Mania and See's Candy.

***Tournament Snack & Hydration Coordinator (1-2 people)*** - Ensures each marching band competition has enough snacks post competition for each marching band student. Items are collected through donations from families and local grocery stores. Makes sure there is water and for longer days gatorade available to students throughout the competition day. Coordinates with Board on event timing and a "hydration station" set up location.

***\*Uniforms/Band Moms (2 people)*** – Coordinates fittings, assignment and maintenance of band uniforms, orders shoes and gloves, and organizes team of volunteers at events who assist students with uniforms for competitions. Comfort with fast-paced environment, strong communication and organization skills, and flexibility to be at competitions helpful.

***Volunteers Coordinator*** – Familiar with Sign-Up-Genius. Recruits and matches volunteers with band jobs as needed for band events/rehearsals, competitions/concerts and behind-the-scenes prep work. Good communication and organization skills helpful. If vacant Secretary oversees this position.

***\*Webmaster*** – Maintains and updates official Knight Regiment website ([www.knightregiment.org](http://www.knightregiment.org)). Assists as needed to ensure information, calendar of events, and visual images on Knight Regiment website remain current. Experience building/maintaining websites and digital images, and flexibility for time-sensitive tasks helpful.

### ***Special Events Coordinators***

***Jazz at the Lake (June-September)***

***Axiom (January-April)***

***Motors for Music (November-March)***

***New Fundraisers (Ongoing)***

***Spring Concert (March-June)***

***SMA Dinners (May-August)***

## ***CG/WG Specific Roles***

***Guard Liason\**** – Attend monthly board meetings. Provides updates to board on Color/Winter Guard activities. Main point of contact for SMHS Guard Program. Interface with coach and parents via email and in person. Organize non-show related activities (get togethers, etc.). Understands or has willingness to learn all facets of Guard Program. Excellent communications and organization skills, broad knowledge of all SMHS Band and Color Guard Program procedures, as well as availability to attend competitions and some evening/Saturday practices helpful.

***\*one year in SMHS Guard Program required***

***Guard Logistics Coordinator*** – Understands and coordinates needs of the Color/Winter Guard including transportation, equipment and competition prep using online tools (ie. Sign Up Genius). Interface with coach and parents via email and in person. Good communications and organization skills, knowledge of SMHS Guard Program, as well as availability to attend competitions and some evening/Saturday practices helpful.

***Guard Lead Chaperones*** – Understands and coordinates competition ‘day -of’ needs of the Color/Winter Guard. Good communications and organization skills, as well as availability to attend competitions and some evening/Saturday practices helpful.

***Winterguard Tournament(s)***- (January - April) Lead Organizer. Organizes details of hosting annual WG tournaments, works with SMHS (WG director, Band Director, Facilities etc), vendors, volunteers and fundraising committee. Prepares for activities of the day and volunteer staff. Strong communication and organization skills and understanding of WG procedures helpful.