

# SONORA HIGH SCHOOL *Band and Color Guard*

## **Band and Color Guard Booster Officer Requirements and Duties**

### **President**

The President will

- Preside at all Booster Meetings
- Maintain flow of information between the Band Director and various chairs
- Serve as the primary representative and spokesperson for the band booster organization
- Appoint officers and coordinate chairs
- Ensure that all projects coming from the band boosters are implemented in a timely manner
- Be a signatory on the band booster financial accounts
- Serve as an ex officio member of all committees

### **Vice-President**

The Vice-President will

- Attend all Booster Meetings
- Assume all duties of the President in his/her absence
- Reserve the La Habra Community Center or other location for Banquet
- Be a signatory on the band booster financial accounts
- To serve as the Chairperson of the Ways and Means Committee
- Review the by-laws each year

### **Secretary**

The Secretary will

- Attend all Booster Meetings
- Record and maintain minutes at all Band booster meetings
- Maintain, with the help of the Band Director, an updated address and phone list of all current students
- Keep an updated copy of the band booster by-laws and have available at each meeting, should someone need to consult them
- Send all correspondence, thank you cards, letters and other general communication that represents the organization
- Forward announcements to local media, webmaster, and other officers
  - concerts, performances, awards, fundraisers, etc.

## **Treasurer**

The Treasurer will

- Attend all Booster Meetings
- Present a report on the current financial status at all Booster Meetings
- Keep accurate records of funds received and disbursed
  - fundraising monies, transportation, Band camp, t-shirt and shoe fees
- Write all checks
- Deposit all money collections in a timely manner
- Maintain individual student accounts
- Collect and track Band and Colorguard Fees and mail invoices on a regular basis
- Maintain records of Certificates of Deposit and other savings/endowments
- Assist in the formulation of an annual balanced budget
- Maintain that expenditures remain within the approved budget

## **Corresponding Secretary**

The Corresponding Secretary will

- Attend all Booster Meetings
- Send out an e-mail once a week to those on the mailing list regarding upcoming events, announcements, results, etc...
- Obtain information from the officers and Band Director that should be included in each e-mail
  - Meetings, dates, announcements, etc...

## **Fundraising Chair**

The Fundraising Chair will

- Attend all Booster Meetings
- Recruit additional help to solicit from area businesses
- Coordinate fund raising efforts with band director
- Collect and compile all orders from students
- Coordinate with band director the delivery and distribution of orders
- Coordinate with band director the recovery of all funds
- Forward all funds to band booster treasurer
- Provide Band Director with a list of delinquent students

## **Logistics Coordinator**

The Logistics Coordinator will

- Attend all Booster Meetings
- Reserve the Budget truck for all marching competitions, percussion competitions, and the Plummer Concert
- Arrange for a driver for all truck rentals
- Supervise student loading and unloading of equipment
- Maintain Wagon Room and Wagon inventory
- Coordinate the availability of chaperones at all events
  - hair, plumes, pit crew, loading supervisor, programs, etc...

## **Uniform Coordinator**

The Uniform Coordinator will

- Attend all Booster Meetings
- Maintain inventory and control of all uniforms
- Measure and fit all concert and marching uniforms
- Coordinate alterations
- Make periodical checks for ill-fitting uniforms
- Collect and disburse uniforms at appropriate times
- Coordinate uniform cleaning with band director and cleaning institution
- Order t-shirts, band shoes, and gloves as necessary
- Assemble an "Idiot box" to include extra uniform parts and accessories for use by band sergeants prior to all performances
- Coordinate uniform cleaning with band director and cleaning institution

## **Hospitality Chair**

The Hospitality Chair will

- Attend all Booster Meetings
- Coordinate the donation of Gatorade, water, and snacks at all performances and other events
- Arrange set up and tear down of snacks and drinks at all events
- Coordinate the cleaning and filling of water bottles for all competitions and all home football games
- Coordinate the donation of water (two cases per family) during Band Camp
- Follow guidelines set forth in the budget for expenditures and keep track of all receipts of purchases to turn in for reimbursement

## **Colorguard Representative**

The Colorguard Representative will

- Attend all Booster Meetings
- Be prepared to give a brief report on Colorguard news
- Assist with Colorguard uniforms and equipment as necessary
- Assist in getting makeup, hair and uniform preparations completed before performances
- Assist in the collection of props and other guard items left on the field after performances
- Assist the Color Guard Director with any tasks needed throughout the year. These tasks might include: ordering uniforms and/or equipment, preparing Winterguard handouts or e-mails, recordkeeping, trip planning, and chaperoning

Upon election of his/her successor, officers shall turn over to him/her all books and other property belonging to the Band Association that he/she may have in his/her possession. Past year's minutes and other records should be filed in the uniform room or the Director's office and kept for reference and historical purposes