

WHHS BAND BOOSTERS OFFICERS

Offices of the Executive Board may include but not limited to the following:

A. President

The President shall be a voting member of the Executive Board and part of the team actively planning band activities, including:

- a. Plans, schedules and runs all meetings of the Band Boosters and of the Executive Board and prepares an agenda prior to every Executive Board and General Meeting;
- b. Serves as the Executive Officer of the Band Boosters and shall represent the interests of the organization as necessary to the Administration of Wade Hampton High School and/or Greenville County School District, to other Wade Hampton High School Booster Clubs and PTA Organizations and to the community;
- c. Oversees the development and execution of the budget (working with the Executive Board and coordinators);
- d. Signs, with the Treasurer or any other proper Officer of the Band Boosters authorized by the Executive Board, any deeds, mortgages, bonds, contracts, or other instruments or documents which the Executive Board has authorized to be executed;
- e. Appoints an Audit Committee consisting of not less than three (3) members of the Band Boosters. Ensures that the Treasurer has the financial records audited by Band Boosters appointed Trustees in accordance with these Bylaws;
- f. Performs all other duties pertaining to the President's office;
- g. Forms any special committees that may be required from time to time and appoints coordinators for those committees;
- h. Reports actions of the Executive Board at each General Meeting of the Band Boosters;
- i. Serves as the custodian of the Bylaws and sees that each officer and standing committee chairperson is provided a copy of the Bylaws and a written list of specific duties for which each is responsible; and
- j. Notifies the Internal Revenue Service (in writing immediately) of any and all changes in sources of support, purpose, character, method of operation, name, address and amendments or changes in the Bylaws.

B. Vice President of Communications and Membership

The Vice President of Communications and Membership shall be a voting member of the Executive Board and part of the team actively planning band activities, including:

- a. Presides in the absence of the President and shall fill the office of the President should a vacancy occur in that position;
- b. Ensures a reasonably consistent approach toward communication and for soliciting feedback from the various constituents to ensure that the communication is effective;
- c. Composes and schedules all communications, including regular emails and special email announcements, using information collected from board and coordinators;
- d. Maintains the Band Boosters website and social media sites;
- e. Ensures that calendars and documents are updated and available for membership access;

- f. Maintains digital membership management software and maintains current membership records and communications lists;
- g. Determines overall volunteer needs and sets up SignUps and shifts in the SignUp.com account;
- h. Works with **Volunteer Coordinator** to manage the use of SignUps and make sure it is meeting the needs of the band; and
- i. Performs other duties as may be assigned by the Executive Board.

C. Vice President of Fundraising and Hospitality

The Vice President of Fundraising and Hospitality shall be a voting member of the Executive Board and part of the team actively planning band activities, including:

- a. Serves as the primary point of contact for fundraising and sponsorships:
 - 1. Coordinates solicitation of business sponsorships and in-kind donations;
 - 2. Coordinates and executes fundraising activities;
 - 3. Coordinates with VP of Communications to advertise in emails and on website as well as for sponsor acknowledgements.
 - 4. Develops new fundraising ideas
 - 5. Reports on fundraising at booster meetings
- b. Coordinates hospitality for the variety of band events and activities:
 - 1. Works with **Band Camp Coordinator** to ensure all needs are covered;
 - 2. Plans and coordinates meals for competitions;
 - 3. Plans and manages special events including Middle School Night, End of Band Camp celebration, Spring Banquet, and others that may arise;
- c. Performs other tasks assigned by the Executive Board.

D. Secretary

The Secretary shall be a voting member of the Executive Board and part of the team actively planning band activities, including:

- a. Keeps the minutes of the meetings of the Band Boosters General Meetings and the Executive Board Meetings;
- b. Ensures that all notices are duly given in accordance with the provisions of the Bylaws or as required by law;
- c. Serves as custodian of the corporate records and seal;
- d. Coordinates equipment and transportation handling (working with **Equipment Coordinators**) to serve the needs of the band; and
- e. Performs other duties as may be assigned by the Executive Board.

E. Treasurer

The Treasurer shall be a voting member of the Executive Board and part of the team actively planning band activities, including:

- a. Maintains the accounting for the group according to the budget;
- b. Handles and is responsible for all incoming and outgoing funds of the Band Boosters;
- c. Receives, deposits and gives receipts for monies given to the Band Boosters;
- d. Oversees operations of the concessions operations, working with the **Concessions Coordinator**; and
- e. Performs other duties as may be assigned by the Executive Board.

Additional parent roles:

A. Band Camp Coordinator

Band camp is a critical time during which the Marching Band spends each day at the school to begin their quest for success as a cohesive team! Marching fundamentals are learned and refined, music and drill is learned, and students are prepared physically and mentally for the upcoming season. Band Camp is also the first need for volunteers.

- Coordinator will designate and recruit the necessary volunteers for
 - General volunteers
 - Meal servers
 - Medical Care
 - Water, Gatorade and Ice Volunteer
- Contact volunteers prior to event and provide information and details

B. Volunteer Coordinator

- Recruits parents to participate in volunteer opportunities
- Pulls volunteer lists prior to events and sends them to the relevant coordinators
- Works with coordinators after events to
 - Update sign up lists with actual volunteers attending
 - Follow up with thank you notes to volunteers

C. Concessions Coordinator

- Supervises set up, stocking, clean up and operation of visitor side concession stand at all JV, C-team, and varsity home games
 - Duties include getting the stand set up for the event, limited food prep of chili and cheese for nachos, and working the window (taking orders and handling money).
- Arranges purchase all food supplies for concessions, work with treasurer for budget and payments
 - Makes sure the Coke order is done
 - Makes sure the supplies are refilled and asking for help with that when needed
- Coordinates with vendors for pick up or delivery
- Maintains equipment in concession stand, and if repair is needed, contact repair person and arrange to meet.
- Responsible for handling monies from games.
- Attends and reports at band booster meetings

- Contact volunteers prior to event and provide information and details

D. Equipment Coordinator

- Works with directors to manage equipment repair needs throughout the year
- Assists with practice field issues
- Coordinates purchasing or building props, lead work projects
- Attends practice prior to first game at the stadium where the placement of equipment will be determined and rehearsed, create pit map
- Ensures that setup and transport of equipment moves smoothly and timely at each performance
- Coordinates and direct volunteers to move stands, sound and percussion equipment on and off the field during games
- Coordinates truck rentals and payments as well as pickup and drop off
- Assists with loading truck prior to event and unloading truck after an event
- Attends booster meetings
- Contacts volunteers prior to event and provide information and details