

## **Now Seeking Interest for Frisco High School Band Booster Board of Officers and Committee Chairs for the 2020-2021 School Year!**

The Frisco Band Booster board has a number of positions available for next year and we are currently taking nominations. As a valued member of the Frisco HS Band and Guard community, we are hoping that you might know of someone (or even yourself) who would make a good board member. It would be greatly appreciated if you could take a moment to forward a couple of nominations and their contact information to our committee.

If you are interested in learning more about a position or would like to add your name to the ballot, please contact the Nominating Committee at [nomcom@friscobandboosters.com](mailto:nomcom@friscobandboosters.com). This year's Nominating Committee is composed of Stephanie Dement, Jodi Casey, and Angela Holmedal.

Do you want to participate but can't take on a whole position by yourself? No problem! Several positions/committees either have co-chairs or other assistant volunteers who share the responsibilities. So grab a friend and submit your nomination!

All Nominations for Committee consideration must be received by **Monday, April 10, 2020**. For information about a position or job description, please see below.

The FHS Band Booster Board typically meets once per month. Board meetings are generally held on either first or second Tuesday of the month at 7pm (dates and times are subject to change with prior notice). Elected booster board officers must attend all or a majority of board meetings, while standing committee chairs will attend the meetings leading up to and following their events, as well as any others they would like.

We do realize that these are volunteer positions and that we all have work, family, and lives outside of the band and guard program (gasp!). We will not ask anyone to do more than they are able, but the Booster Board is a critical part of the success of the entire program and we need you on the Board!

Election of the 2020-2021 FHS Band Booster Executive Board of Officers will be held at the May 4<sup>th</sup>, 2020 General Membership meeting. Those nominated members running unopposed will be voted in, while those running for contested positions will have the opportunity to speak at the meeting before the vote. Each new board/committee member will have opportunities to meet with the current board /committee member(s) to transfer knowledge and materials to make the transition as easy and smooth as possible.

Thank you and we hope you will consider a position on the board/committee.

**Frisco High School Band Booster Association**  
**Board and Committee Positions and Job Descriptions for 2020-2021**

**President**

**An Executive Board Member and shall be responsible for the following:**

- Be the direct liaison between band staff, band board and other FHS organizations.
- Set agendas and preside at all meetings of the Board and Association.
- Confirm that a quorum is present before conducting any business at any meeting of the Association.
- Perform such other duties as may be assigned to him/her by the Board and/or Association to insure the smooth operation of the organization.
- Preside over the work of the other Board members and Committees in order that the objectives of the Association may be followed through.
- Have signing authority for all contracts and checks executed on behalf of the Association.
- Be responsible for obtaining director approval for all band booster functions.
- Assist Treasurer with Annual budgeting and amendments thereto.
- Be listed as the principal officer and be authorized to sign tax documents.
- Have previous band board experience to serve as president. This requirement may be waived if there is not an eligible candidate.

**VP of Membership**

**An Executive Board Member and shall be responsible for the following:**

- Act as an aide to the president.
- Preside over any Band Booster function in the absence of the president.
- Annually review the By-laws and Standing Rules and propose amendments as needed.
- Ensure that all volunteers have passed the FISD background check.
- Ensure that all concession volunteers have completed an accredited food handler course in the state of Texas.
- Oversee maintenance and coverage of medical bag.
- Lead Senior Night Committee (consisting of parents of seniors.)
- Lead Pink Out the Park activities.
- Perform other duties as requested by the Board and/or Association.

**Secretary**

**An Executive Board Member and shall be responsible for the following:**

- Record and maintain accurate minutes and attendance records for all meetings of the Board and Association.
- Keep all minutes and required supporting documentation on file for five years in the Band Director's office or Band Booster Storage.
- Ensure minutes are distributed to the Band Booster Board in a timely manner.

- Have a current copy of the Bylaws and Standing Rules at all meetings for reference as needed.

### **Treasurer**

#### **An Executive Board Member and shall be responsible for the following:**

- Responsible for all financial matters of the Band Booster Association (student activity funds and booster funds) including annual budget, management of checking, savings, PayPal, ProPay and QuickBooks accounts to include deposits and transfers, tax preparation, and payment of band booster invoices.
- Have check signing authority.
- Check Band Booster black box and PO Box on a regular basis.
- Retain possession of all books for five years and prepares all financial reports for each Board meeting.
- Communicate timely and effectively any budget or financial concerns at board meetings.
- Collect, count and deposit any monies at fundraising events.
- Responsible for other duties, such as, issuing receipts for donations, management of student accounts in Charms online system, maintaining records of trip payments, recording registration payments, issuing invoices, and following up on outstanding accounts.
- Reconcile Booster checking and savings accounts and have account statements reviewed by third party that is NOT signatory on bank accounts.
- Ensure that two Association members sign all deposits from fundraising events including concessions.
- Ensure that two signatures are obtained on all checks over \$500.00.
- Submit books to the Financial Reconciliation Committee as requested.
- Ensure an audit of all financial record is performed annually by at least 2 individuals independent of check signing authority. This audit shall be conducted prior to the transfer of treasury duty. The outgoing Treasurer will review the audit with the incoming Treasurer and the audit report will be presented at the first board and general meeting of the school year.
- Provide necessary financial information to CPA for income tax filing purposes. Ensure appropriate W9 forms are obtained from independent contractors who perform services for the Band Boosters and subsequent 1099-Misc forms are generated by the necessary Tax Deadline for contractors as needed.
- Assume duties of office upon start of the fiscal year.
- Transfer all records to incoming Treasurer within 15 days of end of fiscal year.

### **VP of Fundraising**

#### **An Executive Board Member and shall be responsible for the following:**

- Develop a booster club fundraising plan to achieve budgetary needs for the fiscal year.
- Provide input to Treasurer and President during development of the Annual Budget.

- Seek and secure monetary and/or in kind (goods or services) donations which may include, but not be limited to, water bottle supply for the program use throughout the academic year.
- Publicize and maintain records for employer donation matching with financial reports from the Treasurer.
- Preside over all Committees or Activity Chairpersons involved in fundraising. These include:
  - Car Raffle Chair and Committee - Work with Car Raffle Chair in all aspects of car raffle as necessary including coordinating the students' participation in the annual Frisco parade to promote the Car Raffle in the community. Assist with collection of raffle proceeds from parents.
  - Spirit Wear Chair – Work with Spirit Wear Chair in all aspects of spirit wear fundraising to include design of products to be sold.
  - Spirit Nights Chair – Work with Spirit Nights Chair in setting up various fundraising events throughout the academic year.
  - Sweet Shoppe Chair and Committee – Work with Sweet Shoppe Chair in all aspects of sweet shoppe event to include pricing, packaging and selling the night of the event.
  - Cake Auction Chair and Committee – Work with Cake Auction Chair in all aspects of cake auction event to include pricing, packaging and selling the night of the event.
  - Concessions Chair and Volunteers – Work with Concessions Chair in all aspects of concessions including assistance of Memorial home game purchasing, stocking, and maintenance of inventory; must obtain food handling training and certification and play the role of a stand or money manager or a participating volunteer when needed at any designated concession stands.
  - Community Rewards Program Chair – Work with Community Rewards Program Chair in all aspects of community loyalty rewards programs.
- Work with Volunteer Coordinator and each Committee Chair in obtaining volunteers for each fundraising event.
- Research any potential new fundraisers and implement with board's approval any new fundraising opportunities.
- Monitor fundraising in-flows to ensure budget needs are met.

**VP of Band Services (to include up to 2 non-voting assistants)**

**An Executive Board Member and shall be responsible for the following:**

- Coordinate meals and snacks for band and color guard members as agreed upon by band staff and band board including, but not limited to, pre-game/competition meals, game/competition snacks, and meals/snacks for other events as needed through out the year.
- Coordinate hospitality needs for any special events hosted by FHS such as All-Region Band rehearsals and concerts, Solo/Ensemble competitions and UIL competitions, Jazz festivals, and more if there are no corresponding operation liaisons available.

- Plan and coordinate band social events such as Summer Band Camp parties, Lock-ins, Annual Band Banquet, Pizza nights, etc.
- Maintain inventory of Booster hospitality supplies and seek donation of goods when possible.
- Have check signing authority.
- Be listed as primary on Band Booster Sam's Club membership account and coordinate other users of the Sam's Membership
- Work with Volunteer Coordinator in obtaining volunteers for food services events to include Pre-Game Meals, additional as needed events.

### **Volunteer Coordinator**

#### **An Executive Board Member and shall be responsible for the following:**

- Develop and maintain an effective volunteer sign up system that facilitates good identification of volunteer needs and good communication with volunteers throughout the year.
- Coordinate FISC background checks with the VP Membership to ensure all volunteers are approved before serving.
- Recruit volunteers as needed to serve at band functions such as game/competition chaperones, concession staff, hosting UIL events, and various other activities as identified by the Band directors or other Board members.
- Notify, remind, and confirm chaperones for all events where required.
- Inform chaperone volunteers specific job duties for games and/or contests.
- Ensure that the medical bag and medical waiver forms are secured with Head Chaperone for any trip.
- Maintenance of each chaperone bus folder including updated seat assignments, tape and bus number signage.
- Assist other band officers in recruiting Committee Chairpersons, Coordinators, and any other volunteer needs.
- Responsible for distributing "thank you" emails to volunteers post events.
- Provide any volunteer assistance as requested by the Board and/or Association.

### **Historian**

#### **An Executive Board Member and shall be responsible for the following:**

- Maintenance of Band Website photo galleries capturing memories from all Marching Band activities. These include but are not limited to Summer Band Camp, Football games, Competitions, Parties, Middle School Events, Service Projects, Pep Rallies, Senior Night, Jazz and Winter Guard events throughout the year.
- Coordinate photography and/or video volunteers for various events.
- Responsible for annual marching band poster (coordinate section pictures, design, printing and framing).
- Coordinate Senior Portrait poster board and portrait gifts for Senior Night.

- Work with Band Spirit Chair to ensure that an up-to date photograph bulletin board in the band hall is maintained.
- Coordinate Middle School Event pictures for feeder Middle School campus displays.
- Coordinate FHS Band and Guard yearbook photography with FHS Yearbook staff.
- Responsible for annual Band Banquet slideshow.
- Responsible for Band Banquet Senior tribute video.
- Make available of any Band Banquet photos at venue posted in a Band Website gallery for access by students and their families.

**\*Not a requirement, but advantageous for any person with the possible intention of seeking the President position to fulfill any Executive board position prior to taking on President role.**

### **Standing Committee Chair Position Descriptions:**

#### ***Student Fundraising Committee:***

**March-A-Thon Chair (May be two co-chairs):** Coordinate all activities associated with this student fundraiser. Activities may include planning and identifying Neighborhoods to be visited and routes within neighborhoods to achieve the desired mileage marched, communicating and promoting the event to corporate sponsors, designing student t-shirts, ordering and distribution of shirts, planning lunch, communicating with all volunteers re: assigned tasks on the day of the event, coordinating donation bucket carriers, directing parents to walk with students and ensure safety throughout the march through city and neighborhood streets, coordination of City Permit and Police presence as necessary, planning mini-concerts to coincide with routes planned, etc.

#### ***Booster Fundraising Committees:***

**Cake Auction Chair:** Event held in connection with Winter Concert around Valentine's Day. Responsible for soliciting bakers, communicating with them re: instructions for drop off, etc., creation of silent auction bid sheets for each donation, securing an auctioneer, determining starting bids and live auction selections, collection of payments for all auction winners and clean up.

**Car Raffle Chair (May include one assistant):** Responsible for assisting in the development of a fundraising goal, negotiating the car purchase, ensuring compliance with all laws, rules and regulations and tax reporting applicable to the raffle, administration of ticket printing, distribution and collection, coordination of all advertising and promotion efforts, communication with band parents throughout the raffle re: deadlines, goals, ticket status, money pickup etc. Will lead a committee of fundraising volunteers who will assist in all of the above responsibilities.

**Community Rewards Program Chair:** Responsible for promotion and administration of all rewards programs including Kroger, Tom Thumb, Amazon Smile, etc. Time commitment will primarily be at the beginning of the school year and holiday shopping season.

**Concessions Chair (May be two co-chairs):** Responsible for managing all home football home game concessions assignments including adequate staffing, any restocking

needed, overseeing stand managers and money managers, as well as serving as the primary contact for all venues re: concessions and communicating all necessary information to volunteers. Must obtain a food manager certification and oversee that all concessions volunteers be food handler certified.

**Spirit Night Chair:** Responsible for identifying options and scheduling of spirit nights throughout the academic year which will promote a sense of spirit, unity and friendship within the band and color guard family as well as provide fundraising income for the program. Work with the VP Fundraising as well as Band director to determine locations and dates and communicate all scheduled activities timely with students and parents via email, website, and flyers.

**Spirit Wear Chair:** Responsible for identifying spirit wear items to be sold during the year, ordering, maintaining inventory, selling at events such as Band Fest, Band Registration, during Band Camp, etc. and distribution of ordered items to purchasers.

**Sweet Shoppe Chair:** Event held in connection with Holiday concert in December. Responsible for communicating with all bakers re: instructions for drop off, etc. Also responsible for packaging, labeling, and pricing of all donated items with the help of VP of Fundraising and other committee members. Coordinate setup and decorations for the night of the event as well as ensuring volunteers are available to help with collecting money, clean up, etc.

#### ***Band Operations Committees:***

**Band Banquet Chair:** Oversee all activities associated with the Annual Band and Color Guard Banquet to include coordinating details with venue representatives with respect to contract negotiation, installment payments and final bill, room set up, AV equipment needed, times, menu, and head count. Also responsible for coordinating centerpieces, videos, senior gifts and tributes, DJ, pictures, invitations, senior invitations and RSVP's. Direct Banquet volunteers re: student and guest sign-in and chaperoning of dance.

**Band Spirit Chair:** Coordinate treats for the students and directors which may include, but not limited to, creating band hall decorations and locker signs in celebration of Homecoming week, creating banners and signs for any special contests or competitions. Work with Historian to ensure that an up-to-date photograph bulletin board in the band hall is maintained.

**Band Uniform Chair (May be two co-chairs):** Assist Band Directors with any activities associated with Marching Band and Concert Uniforms. This position will oversee a committee of parents who volunteer to assist with Uniforms. This committee's responsibilities may include, but not be limited to, sizing students for all uniform pieces, hemming or repairing any pieces as necessary, assigning uniform pieces to students utilizing bar codes to be scanned into the database, providing any painting and/or touch up needed for marching shoes, preparing uniforms for dry cleaning and returning uniforms to proper student uniform bags upon return, machine washing uniform parts as needed. There will be special instructions for machine washing.

**Pit Crew Captain ((May include one assistant):** Secure team of parents to move all equipment, percussion pit equipment and props for all performances as needed. Work with Band Directors as needed to design and construct any props. This position will oversee parent volunteers who volunteer to assist with activities of Pit Crew. This committee's responsibilities may include, but not be limited to, constructing and securing

necessary props, loading, unloading, reloading, all instruments and props, transporting all instruments and props, and maintaining trailer and box truck upkeep.

**Webmaster:** Assist Band Directors in managing and updating the band website regularly. Maintain Band Booster's organizational domain. Have primary authority to manage and post to the Band Booster Social Media accounts; currently Band Booster Facebook page and Band Booster Twitter account. Work with Car Raffle chair and team to ensure proper marketing and provide online exposure for the fundraiser. Have authority to add additional administrators to assist with social media posts as needed.

### ***Program Representatives***

**Percussion Liaison:** Serve as a liaison between percussion students, families, and Percussion Directors for all aspects of Percussion contests, festivals, and performances.

**Color Guard Liaison:** Serve as a liaison between color guard students, families, and Color Guard Director for all aspects of color guard events that will include football games, marching contests, Winter Guard show contests and performances.

**Jazz Band Liaison:** Serve as a liaison between jazz band students, families, and Jazz Band Director for all aspects of jazz events that will include concerts, festivals, contests, and other performances.

**\*Executive board members are expected to attend each board meeting and have voting privileges. While not required, committee chairs are encouraged to attend each board meeting. Committee chairs are considered non-voting board members.**

**\*Three General Membership meetings are held throughout the academic year. Board meetings are held once a month beginning in July through May, typically in the evening on the first or second Tuesday of the month. A complete schedule will be distributed by the President before the first board meeting. The schedule is subject to change with prior notice.**