

Tesoro Music Boosters Job Descriptions 2017-2018

Executive Board – President/Co-President:

This volunteer shall prepare the agenda and preside at all the General Membership meetings and at all Board Meetings. Fill by appointment any vacancies in the Board as they may occur, with such appointments to be approved by the majority of the remaining members of the board. Appoint special committees, (other than the Nominating Committee) and sits on all committees (other than Nominating Committee). If the President should be unable to complete the term of office, the Board shall elect a new President from the existing Board to fill the un-expired term. All Executive Board members are responsible for working with the Music Directors to structure a working budget to be approved by the Boosters at a General Meeting before the start of the school year. Helps promote open communication with booster members, directors and students as necessary.

Executive Board - Vice President:

This volunteer shall assist the President in whatever way possible, including preside at meetings during the President's absence, taking responsibility for *overseeing* special events, including but not limited to Tesoro Invitational Field Show in November and Co-Chair the District Music Festival in Spring with Orchestra Manager. Will also include any other home-hosted field shows. Duties to coordinate these events include, but are not limited to, coordinating with the Directors, soliciting volunteers, soliciting program ads, creating/printing of a competition program, performance times, parking, soliciting vendors, purchasing food and supplies and concession sales, set up and tear down on the day of the event.

All Executive Board members are responsible for working with the Music Directors to structure a working budget to be approved by the Boosters at a General Meeting before the start of the school year.

Executive Board - Secretary:

This volunteer shall keep a written record of all meetings (minutes). Receive and file all written correspondence and write letters as needed for the Music Boosters as requested by the Board. Assist the President with the preparation of the agenda. Have on hand for reference at each meeting a copy of the by-laws, minutes or previous meetings, lists of all committees, and an up-to-date list of all members. Read the minutes of any previous meeting when called up to do so, make all corrections to the official minutes and enter all amendments to the By-laws. Keep a record of all previous Entertainment Units members' names and addresses for Homecoming invitations and possible fundraising letters.

All Executive Board members are responsible for working with the Music Directors to structure a working budget to be approved by the Boosters at a General Meeting before the start of the school year.

Executive Board - Treasurer:

This volunteer shall be responsible for handling and accounting the Music Booster funds with the assistance of the financial secretary and faculty advisors. Shall prepare the annual budgets to be approved by the Board and presented for the membership's approval at the last General Membership meeting in June. Shall also advise the Board on all financial matters and shall comply with Government requirements relative to financial reporting and regulatory filings. Will administer Music Booster bank accounts in a responsible manner and make timely deposits and disbursements. Paying all bills as authorized by the board and only on receipts authorized for payment signed by the appropriate manager and/or Board member responsible for a budget. This shall include bills submitted by advisors, faculty and coaches. Will prepare and present at each regularly scheduled Board and General Meeting a financial summary in standard accounting

format showing income, disbursements and current balance of all Booster funds and accounts. Keep a roster of all members and provide the Board Secretary with a current roster. Will be a signatory, along with the President(s) on all Music Booster account checks. The Treasurer shall be responsible for payment of insurance and filing of taxes in accordance with IRS regulations. All Executive Board members are responsible for working with the Music Directors to structure a working budget to be approved by the Boosters at a General Meeting before the start of the school year.

Executive Board - Ways and Means:

This volunteer shall be responsible for supervising all fund raising activities including but not limited: Booster spirit wear, winter raffle, flower sales, tailgate, e-scrip, and other grocery contribution programs in which the Music Boosters engage. Appointed chairpersons for each fundraising event shall report to W&M Chair and W&M Chair shall clear all decisions with the President prior to making said decisions and assist President and VP's **as directed**. All Executive Board members are responsible for working with the Music Directors to structure a working budget to be approved by the Boosters at a General Meeting before the start of the school year.

Advisors: Cathy Olinger and Andy Magana

All members of the instrumental music department faculty are considered advisors and ex-officio and non-voting members to the music boosters. Advisors shall see that the music booster's activities are conducted in accordance with Capistrano Unified School District policies and encourage all members, parents and alumni and staff to support the music boosters by their attendance at meetings and music events.

All Executive Board members are responsible for working with the Music Directors to structure a working budget to be approved by the Boosters at a General Meeting before the start of the school year.

Financial Secretary:

Assist the Treasurer with the financial duties; have primary responsibility for tracking and depositing checks/cash and tracking the deposits. Make deposits and provide Treasurer with a detail of the deposits.

Volunteer Coordinator:

This volunteer shall organize and keep a working up to date roster of all students in the Instrumental Music Department including Dance Guard students. Shall solicit, organize and schedule volunteers for all requested music related activities and events, including but not limited to competitions, festivals, football games, uniform fittings, hospitality events such as tailgate and band camp, etc. and respond to volunteers in a timely manner. Use VolunteerSpot or another type of online Volunteer software tool.

Uniform Manager:

This volunteer shall be responsible for the following facets of Marching Band:
Uniforms: fitting, hemming, shoes and shako ordering and distribution, and cleaning and storage of uniforms when season ends. Assist with the distribution of student spirit wear uniforms, which is usually ordered by the directors.

Marching Band Manager:

Supervise everyone assisting the TEU such as Uniform Manager(s), Plume and Pit helpers, prop assistants, stadium set up (carpets) and clean up.

Organize and supervise the donation (purchase) and distribution of water and snacks (if needed) to students during football games and field shows. This volunteer must also be available to accompany the Marching Band to all events and designate the assistants that will accompany the group. When asked will assist with organizing and maintaining the Booster shed and advise the Board on Marching Band related matters and needs.

Equipment Manager:

This volunteer shall be responsible for the loading & transporting of required performance equipment; which includes the transport of any props that are used for the field shows, securing all transportation needs, (U-Haul truck rental), supervision of loading and unloading of truck at destinations for all music related competitions, festivals and parades throughout the year. A team of volunteers will also be needed and asked to attend all competitions and parades.

Drum Line Manager:

This volunteer shall be responsible for all facets of Drum Line, including but not limited to: uniforms and fittings, prop maintenance, and pre and post event preparation. Shall also accompany the Drum Line to all events, advise the Board on Drum Line related matters, plan and make arrangements for all necessary travel to away competitions/events in coordination with the Equipment Manager if necessary. Assist directors with ordering and distribution of student spirit wear. Coordinate snack on competition days.

In the event of home competitions, assist directors with the planning and supervision of competitions, which duties include, but are not limited to, working with the sponsoring organization by securing the venue, soliciting volunteers, soliciting program ads, creating/printing of a competition program, performance times, parking, soliciting vendors, purchasing food and supplies, set up and tear down on the day of the event. Assist with Fusion as needed by the directors.

Orchestra Manager:

This volunteer shall be responsible for all facets of preparation of the orchestra performance, accompany the orchestra to all events and plan and make arrangements for all necessary travel to away competitions and/or festivals in coordination with the Equipment Manager, co-chair with the Vice President the SCOBA Music Festival at Tesoro in spring. The orchestra manager position would be much as the concert, wind ensemble group. If chaperones were needed, the manager would help to secure parent help

Jazz Band Manager:

This volunteer will be responsible for all facets of Jazz Band including assisting directors with ordering and distribution of student spirit wear, prop maintenance and pre and post event preparation. Shall also accompany the Jazz Band to all events, advise the Board on Jazz Band related matters, plan and make arrangements for all necessary travel to away competitions/events in coordination with the Equipment Manager if necessary. Assist with the Jazz Band Dinner and Fusion as requested by directors.

In the event of home competitions, shall be responsible for the planning and supervision of competitions (along with the Field Show/Guard Show Manager) which duties include, but are not limited to, working with the sponsoring organization by securing the venue, soliciting volunteers, soliciting program ads, creating/printing of a competition program, performance times, parking, soliciting vendors, purchasing food and supplies, set up and tear down on the day of the event. Mgr will also send the Booster President(s) an up-to-date itinerary with all the proposed

competition dates, times, costs, locations, etc., so we can distribute through the general booster e-mail.

Dance Guard Manager

This volunteer shall be responsible for all facets of Dance Guard Team. DGM shall work with Director to help with uniforms, fitting and prop maintenance and pre and post event preparation. Shall also accompany the Dance Guard to all events, advise the Board on Dance Guard related matters, plan and make arrangements for all necessary travel to away competitions/events in coordination with the Equipment Manager when transportation needs are necessary. Shall assist with organizing and maintaining the Booster bin and shall maintain a log/inventory of all purchased and handmade equipment and props used for Dance Guard events.

In the event of home competition, DGM shall assist the Director and the Field Show/Guard Show manager with the planning of competition, which duties include, but are not limited to, working with the sponsoring organization by securing the MPR, working with Booster Volunteer Coordinator to gather volunteers to work shifts for concession sales, parking, soliciting vendors, working with Concession Chairs to create concession menu, help with purchasing food and supplies. Duties for home competition apply to second semester only. Assist with Fusion as needed by directors.

Hospitality:

This volunteer shall be responsible for providing food and refreshments for music booster and music group related activities when requested by the board. Such duties include but are not limited to shopping for food and supplies, set up and clean up, and hosting of events. Events include but are not limited to: parent preview night desserts, provide refreshments at the winter and spring concerts and the end of the year award banquet. Will also be responsible for organizing judges' hospitality for the Invitational Field Show hosted at Tesoro in the fall and the District Music Festival in spring. Will be responsible for organizing and maintaining the refrigerator and supply cupboard in the uniform room and maintain inventory of general hospitality supplies.

Concessions:

This volunteer will be responsible for food sales/large concessions at home hosted competitions such as the Tesoro Invitational in the fall, and the District Music Festival held at Tesoro in spring. Duties will include soliciting vendors, purchasing food and supplies, set up and tear down on the day of the event and general supervision of concession volunteers. This volunteer will work in conjunction with Hospitality, Invitational Field Show Manager, Music Directors, Booster President, and Vice- President.

Publicity Manager:

This volunteer shall be in charge of publicizing all music groups and music booster events, keep a scrap book of publicized activities and shall prepare new releases and distribute them appropriately with the approval of music faculty.

Band Camp Dinners:

This volunteer will plan and organize dinners for students for Band Camp (August), including planning, purchasing, serving meals and working with volunteers. This volunteer will also be responsible for providing meals when needed before competitions or upon returning from competitions; as requested by Directors or Booster President.

Beach Party:

This volunteer will plan and organize our annual end-of-band camp beach party at the conclusion of Band Camp, including but not limited to creating and distributing flyer, planning and purchasing food, secure beach site and working with volunteers.

Parent Preview Night

The Booster President will help to organize, including volunteers, various tables and dessert, introduction of executive board to new parents.

Spirit Wear:

This volunteer shall order w/ approval and store spirit inventory. Items may include but are not limited to: sweatshirts, t-shirts, hats, blankets, bags, pom-poms, tush cushes and any other fun logo items. This volunteer; along with help will set up during student registration days, parent preview night, winter concerts, festivals, home competitions and ALL home football games.

Tailgate:

This volunteer will set up our tailgate before each home football game. This volunteer will be responsible for planning menu, setting prices, shopping for food and supplies and storing of leftovers. Will set up the afternoon before the games and close up tear down when the game begins. They will also be responsible for maintaining the barbeques with propane and cleaning them prior to the start of football season and as needed throughout the season.

New Parent Representative:

This volunteer shall be a liaison between new parents and new students to the instrumental music program answering questions from parents and students, and helping to keep students and parents informed of events, schedules, etc and shall assist the volunteer coordinator to encourage new parents to volunteer and to assist with obtaining roster information, host any and all 8th grade nights including 8th grade band night in the fall and 8th grade parents night at Open House in March.

8th Grade Night:

This volunteer will meet the 8th graders and their parents at the designated time at the flag pole. Pass out t-shirts. In advance purchase food items to be bbq'd at the tailgate area and escort them down to be fed prior to the game. The 8th graders stand out on the field with the band during the National Anthem and sit and play with them in the stands. They watch the half-time show from the stands; then you escort them up to the music room after the game. The 8th graders are then released to their parents. Check with the directors about flyers/invitations to be sent to middle schools for parents to join the Boosters in the stands (include price of admission).

Invitational Field Show/Guard Show:

This volunteer organizes and plans our annual Invitational Field Show/Guard Show including mapping out the event, working with volunteers in charge of various aspects (ticket sales, program and ads, concessions, hospitality and parking) and directors for schedule of performing bands, parking, lighting, etc., Will also request two meetings prior to the event to arrange what needs to be done and by whom.

TEU Senior Dinner:

This volunteer will organize and plan a formal sit-down dinner, including sending invitations to TEU seniors, purchasing/arranging donations of food, souvenirs, decorations, and working with volunteers to make this night very special for our seniors. This individual must organize a committee that will meet a couple of months prior and present a budget of expenses at a Booster Meeting for approval prior to the actual event.

Historian:

This volunteer is responsible for gathering, organizing, creating and disseminating material in format decided up by the director, which shares the highlights, traditions and the history of the organization.

Shed Manager

This volunteer will keep organized the large storage bin out in the back parking lot. Make an inventoried list of items kept, restock and arrange a shed clean-out day prior to the beginning of Marching Band season and throughout the school year, as necessary.

DVD Producer:

This volunteer attends and take pictures of students at various Marching Band/Dance Guard activities, including Band Camp, beach party, Parent Preview Night, games, field shows, practices, and parades. Solicits for extra pictures taken by students and parents. Create a DVD of the season to show in January. Make copies for students to purchase.

Winter Raffle:

This volunteer will coordinate with booster families who have pledged to donate money or items to be used towards our winter raffle. Use donated money to buy items to create basket with a minimum \$100 value, and make sure to have baskets available on both nights of the winter concert. Will set up a table to sell tickets and hold the raffle drawings during intermission at each night of the concert.

Lei & Flower Sale:

This volunteer will have the responsibility for making arrangement with a local florist, advertising sale via School Loop, PTSA, music boosters e-mail in a timely manner, taking and logging in orders and setting up a distribution area for the flowers for special events. Events may include corsage sales for Winter Formal and Prom, Dance Guard home hosted shows and Graduation lei sales.

Candy Sales Fundraiser:

This volunteer will prepare to advertise the start/end dates of sale, coordinate with Directors on due dates and place orders. Coordinate delivery date and distribution to students who placed orders. Candy Sales are usually done twice a year, if approved at a Booster meeting to hold said fundraisers. Chairperson shall report to W&M Chair with updates and any needs to complete the fundraiser in an effective and timely manner.

Fusion:

No description available at this time. This position falls under Drum Line Manager/Dance Guard Manager positions. It consists of managing concessions and ticket sales for the evening.