

Hanahan Band Booster Job Descriptions

The booster organization is lead by a board of elected officers. The nominations and election of officers is held each spring for the upcoming academic year. This process is defined by the by-laws. Each office has unique duties intended to cover all aspects of the organization (refer to Booster By-Laws, Article VII).

Board Officers

President

Responsibilities

- Serves as public relations liaison for the booster organization.
 - Works closely with Director, Board Members and Standing Committees.
 - Presides over executive board and general membership meetings.
- Appoints standing committees.
- Oversees the functional areas of the Board.
- Calls special meetings as necessary.

Vice President

Responsibilities

- Serves as Chief Financial Officer (CFO) of the organization.
 - Oversees audits and record keeping.
- Maintains non-profit status with federal and state agencies.
- Responsible for By-law changes.
- Responsible for overseeing concerts.
- Acts in the President's absence

2nd Vice President (Way and Means)

Responsibilities

- Responsible for all fundraisers not specifically covered under a standing committee.
- Responsible for handling the Citrus Sale.

Secretary

Responsibilities

- Keeps a permanent record of all executive board and general membership meetings.
- Maintains the organization's master schedule.

Corresponding Secretary

Responsibilities

- Handles correspondence between the board and general membership.
- Responsible for the monthly correspondence (email, letter, etc).
- Maintains the organization's master directory which includes members, faculty and friend of the band.
- Helps in secretarial duties as needed.

Treasurer

Responsibilities

- Maintaining the organization's financial accounts.
 - Executes budgets, tracks and reports all funding
 - Manages checkbook
 - Submits financial reports to the executive board and for the general membership meetings.
- Provides documentation to the State and IRS as needed to maintain Section 501C3 status.

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Standing Committees

It takes a dedicated group of students plus a highly motivated group of parents to make the band program truly great. As a parent (or grandparent, aunt, uncle, friend of the band, etc) one of the best ways to support the band is as a volunteer. You and your student's band experience will be enhanced by participating in one or more support committees. We encourage all members to volunteer an hour or two of your time. The following is a brief description of the committees. Choose the one(s) that you feel you can participate in and sign up at the next general meeting. Become a "cool" band parent and support your student musician. The Booster By-Laws, Article VIII, defines the Standing Committees.

Volunteer - Competition Support

Uniform Committee

Description: This committee oversees all things concerning the marching uniforms.

Duties

- Issues marching band uniforms to the students
- Check-in the band uniforms at the conclusion of the marching season.
- Performs uniforms maintenance
- Purchases needed accessories.
- Organization and clean-up the uniform room.

Chairperson

- Works closely with the Director, President and Vice President.
- Encouraged to attend the monthly board meetings.
- Organizes a team to assist with the pre-competition uniform checkout.
 - Fitting students
 - Purchase needed accessories.
- Oversees the uniform check-in process.
 - Ensure all equipment is cleaned and ready for next season.

Hospitality Committee

Description: This committee is responsible of organizing food at various band and band booster functions. The responsibilities start during the band camp and continue all year until the award banquet. A volunteer's hours will vary but most will be short duration (example: 1 hour during band camp days or 30 minutes during the games.)

Duties

- Organize food for the band camp meals.
- Provide water and refreshments during competitions.
- Organizes the food and decorations for the annual band banquet.

Chairperson

- Works closely with the Director, President and Vice-President.
- Encouraged to attend the monthly board meetings.
- Organizes a team to assist with large projects.

Transportation Committee

Description: Is responsible for arranging transportation for the band.

Duties

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- Arrange rental of buses, vans, and equipment trucks for the various activities of the bands.

Chairperson

- Works closely with the Director and President.
- Encouraged to attend the monthly board meetings.

Chaperone Committee

Description: Adults are needed to supervise students on trips, during competitions and special events like parades. Chaperones are encouraged to attend band camp in order to build rapport with band students. The school system requires all chaperones to have a "background" check.

Duties

- Bus check-in. Check each student's name off on the roster.
- Keeps medical kit stocked
- Students not returning on the bus must have parental and director's permission.
- Monitor student behavior.
 - Allowed – Prepare for band competition.
 - Not Allowed – unsafe bus behavior (walking the aisle, excessive noise, etc), foul language, inappropriate physical contact.

Chairperson

- Works closely with the Director, President and Vice-President.
- Encouraged to attend the monthly board meetings.
- Coordinates chaperones for band programs and events.
- Responsible of the bus roster.

Sponsorship Committee

Description: This committee solicits local businesses for financial support and accommodates current business partners. The Sponsorship Program defines the benefits given to the business partners for their contribution.

Duties

- Contacts local business.
- Provides benefits to the business partners per the sponsorship benefit matrix.

Chairperson

- Reports to the Director, President and VP.
- Encouraged to attend the monthly board meetings.
- Organizes the sponsorship team.
- Provide monthly reports to the executive board.
- Forwards all contributions to the Treasurer in a timely manner.

Guard Representative

Description: The Guard Rep coordinates equipment and volunteers in support of the Color Guard.

Duties

- Make sure all color guard equipment is ready and packed for competitions.

Chairperson

- Works closely with the Director.

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- Encouraged to attend the monthly board meetings.

Pit Crew

Description: The Pit Crew is a motivated team of “roadies”.

Duties

- Loading and un-loading of equipment during band competitions.
- Sets up the percussion equipment on the marching field.

Chairperson or “Pit Crew Chief”

- Works closely with the Director and President.
- Encouraged to attend the monthly board meetings.

Volunteer - Fund Raising

The booster organization offers several fundraising opportunities during the year. These events require all members participate to ensure success. All monies support the bands financial obligations.

Fireworks Fundraiser

Description: The fireworks fundraiser is held during the week prior to July 4 and January 1.

Chairperson

- Reports to the 2nd Vice-President (Ways and Means)
- Communicate with vendor.
- Organize a roster of volunteers.
- Supervise the event.
- Provides a status reports to the executive board.

Fair Booth

Description: The booster leases a concession stand at the Exchange Club fair grounds. This stand is used to sells food during special events like the Costal Carolina Fair.

Chairperson

- Reports to the 2nd Vice President (Ways and Means)
- Oversees the purchase of food.
- Oversees operations of the concession stand.
- Coordinates the schedule of workers.
- Provides a status reports to the executive board.

Win-Win Cards Fundraiser

Description: This fundraiser sells the Win-Win cards.

Chairperson

- Reports to the 2nd Vice President (Ways and Means)
- Contact the Win-Win company
- Organizes the sell of the cards
- Provides a status reports to the executive board.

Spring Fund Raiser Committee

Description: This committee organizes spring fund raises.

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Chairperson

- Reports to the 2nd Vice President (Ways and Means)

Volunteer - General Support

Parliamentarian

Description: Assures that meetings are conducted in orderly and proper fashion according to "Robert's Rules of Orders".

Membership

Description: This person is the "point of contact" for new people who want to join the organization.

Duties

- Responsible of providing membership applications to potential members.
- Collects dues from new members joining the organization.
- Forwards money to the treasurer.
- Issues car decals to new members.
- Forwards the new member's contact information to the Correspondence Secretary to be included into the master directory.

Webmaster

Description: This position has a unique opportunity to support the band through positive communication. The goal is to make the Hanahan High School bands the most photographed band in the state.

Duties

- Updates the band's web site on a weekly basis with current information, photos, etc.
- Take pictures at all band events (band camp, every competitions, each games, etc).
- Take pictures at booster events (fundraisers, banquets, etc)

Chairperson

- Reports to the President.
- Coordinate photographers to take pictures.
- Choose the best photo to be uploaded to the website.
- Archive photos for future use.
- Creates a multimedia presentation for the annual band banquet.

Concessions

Description: Coordinates schedule and operation of concessions on an as-needed basis such as concerts, pre-band camp, fashion shows, Miss Hanahan Pageant, etc.

Public Relations

Description: Is responsible for placing news articles concerning the bands and Booster organization in the local new media.

Duties

- Responsible for placing articles in the Hanahan New and other community media sources.
- Responsible for placing articles in school newspaper, school announcements, school media boards, etc.
- Coordinates guest speakers.
- Responsible for coordinating the Community Show.

Chairperson

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- Works with the Director, President, VP, and Secretary.

Music Advocacy

Description: Coordinates parent activities in the community and with the schools designed to support the club's music advocacy program

Maintenance

Description: The band's physical assets require upkeep and maintenance. This team provides this maintenance.

Duties

- Maintain the concession stand at the Exchange Club Park
- Provide hardware solutions for the band (example building props).

Chairperson

- Reports to Director and President.

Parliamentarian

Description: Assures that meetings of the Booster Club are conducted in orderly and proper fashion according to "Robert's Rules of Orders".

By-Laws

Description: Review the by-laws of the Booster Club and assists in the interpretation of the by-laws.