

Band Position Descriptions

Booster President

Booster VP/President-elect (1 person) – Assist the President. Learn what the President does with intent to take that position when it is vacated.

Booster Recording Secretary – Take minutes at monthly booster meetings. Distribute minutes.

Booster Treasurer – Collect all fees. Pay bills. Present monthly report at meetings. Participate on budget committee.

Equipment Manager (for marching band) – Coordinates loading and unloading of the truck during marching season.

Pit Crew (for marching band) – Assists the Equipment Manager as necessary. Helps load and unload truck. Moves props to the field on some rehearsal days and competition days. May help build props. Helps percussion get equipment to the field.

Hospitality (1-2 people)– During marching season: Develops menu for meals for band and staff for contest days (Saturdays). Sends list out for donations of food. Coordinates collection. Working with helpers, provides food and snacks for band and staff on Saturdays. Coordinates meals for band staff during band camp (mid-July – 1st week of August). Gets pizza for pre-band camp dinner and 8th grade band night. Coordinates pot-luck at end of band camp. Throughout the year: maintains hospitality closet. Coordinates snacks for Stadium Seat fundraiser. Coordinates cookies and punch reception for holiday concert in December. Coordinates food for mini-band camp day in May. May help junior parents with band banquet, if needed.

First-Aid Organizer – Organize volunteers for first aid during band camp (mid-July - 1st week of Aug.).

Chaperone Organizer – Organize chaperones for band trips (throughout the year).

Head Chaperone (1 person) –Chaperone in charge on any given trip as designated by the Chaperone Organizer. Will keep binder with medical info. Will have first aid supplies.

Chaperones (depends on event) – Signs-up for events, as needed. Under the direction of the Head Chaperone. Parents needed throughout marching season for each contest, for All-State (in Feb.), for pep band (football games and district and regional basketball games), for band assessment (in April), etc.

Fundraising or Ways and Means (1 person) – Seeks out and coordinates fundraisers throughout the year

Class Reps (3 per class) – Once you are elected a Class Representative, you will have that position until your child graduates. There are different responsibilities each year. Senior Class Reps take care of the pool party at the end of marching season (early Aug.). Junior Class Reps plan the Band Banquet (early May). Sophomore Class Reps plan the Pops concert (mid-May).

Stadium Seat Fundraiser (1-2 people) – Our 2nd largest fundraiser, installing seats at Commonwealth Stadium purchased by UK football season ticket holders. Coordinates all logistics with UK prior to event, including dates. On-site during install (late Aug.) and uninstall (early Dec.) weekends. Develop logistical plan. Coordinate supplies and teams.

Communications - This position facilitates communications to and among the band family. The Communications Secretary will learn how to use the Charms system to send out emails on behalf of the Band Boosters when necessary, create informational handouts or flyers for meetings, post to the band website and to the band Facebook page, and attend and participate in Band Booster meetings and officer meetings. Select and supervise webmaster. Opportunities exist to work with band parents to promote band activities through print, video, and photographs.

Spirit Wear (1-2 people) – Contacts company to develop list of available products. Distributes list. Purchases new band shirt for incoming students. Purchases “show shirt” for marching band and staff. Purchases, collects money for, and distributes purchases made by parents/students. Purchases shirts for students for 8th grade band night. (July-Oct, unless one last order placed)

Logistics Manager – Organizes driver of truck for marching season, Keeps truck in working order and handles licensing.

Uniform Chair and committee – For marching season, measures and secures a uniform for each marcher. Makes alterations if necessary. On competition days, is on-site to help with any uniform concerns and to assist with dressing if necessary. Assigns spots on the band cart for each marcher. For concert band, secures dress/tux for each participant. Maintains inventory record. Collects concert uniforms at end of each year. Gets uniforms/concert wear cleaned if necessary.

HCHS Bingo

***Paper Supervisor** – sells bingo games (paper and computer) to customers. Needs to be comfortable working with the public. At the end of the bingo session, must reconcile paperwork and compile bank deposit.

***Paper Assistant** – assists the supervisor. Sells extra games to costumers. Starts-up computers, runs reports, shuts-down computers. Helps with reconciliation and deposit. Needs to be comfortable working with the public.

***Pulltab Supervisor (Chairman)** - Collects start-up cash from bank on Friday, prior to Saturday session. The supervisor is the person in charge of the bingo hall for that session. Runs the pulltab side, which works mostly with the students. Determines which students will be selling which games, in charge of the money for pulltabs, keeps track of overages and shortages, in charge of paperwork for each game sold. May work with some customers who come to the counter to buy pulltabs. In charge of e-pulltabs (electronic machines). Must reconcile paperwork, compile bank deposit, and drop deposit at night depository (very close to bingo hall). Finishes paperwork on Sunday. Submits a report, which is distributed to all bingo position workers, in regard to that week.

***Pulltab Assistant** – assists the supervisor as needed (each supervisor handles the distribution of responsibilities differently). Works with the students, in regard to what they are selling.

Parent helpers – Counts money that is turned in by students or may sell pulltabs on the floor. Helps Paper or Pulltab Supervisors as needed.

***Callers** – (4-5 people) Lead the customers through the 21 games of bingo. Will also run pulltab games in tandem with regular bingo games. (All of this is explained during training.) If needed, prior to

the games starting, help behind the Paper-side desk. Must be comfortable working with the public. Callers work-out their schedule amongst themselves. (Once a month, year-round.)

Bingo Chairman – Complete 3 inventories of bingo games/supplies per calendar year. During inventory serial numbers are recorded in an Excel spreadsheet and turned into the bingo treasurer. (Each inventory takes approx.. 5 hrs. to complete.) May attend vendor presentations and present info to the boosters. On occasion, may be called to the bingo hall to assist with technical issues.

Pulltab counter – gets the Pulltab cart ready for each Saturday night. Counts out the pulltabs, using machine. This is done PRIOR to the Saturday bingo session. Purchase supplies to count pulltabs. (Weekly commitment or job can be shared.)

Paper counter – gets the Paper cart ready for each Saturday night. Replenishes games from the previous week. Counts out games to be sold on Saturday. Typically, this is done during the week. (Weekly commitment but job can be shared.)

*Time commitment: these people make a once-a-month commitment. You sign-up for the 2nd week or the 4th week, etc. If you need to swap a week, you send an e-mail to those who have your same position and coordinate who can work when.