

## Fairfax HS Band Boosters 2022-2023 Team Position Descriptions

Position	Position Description, Duties, and Responsibilities
<b>Director</b>	Band Director
<b>Co-President</b>	<p>Member of the Officers for the Band Boosters organization. Responsible for:</p> <ul style="list-style-type: none"> <li>- Interfacing with Band Director for program needs.</li> <li>- Coordinating teams to deliver support for the program as requested.</li> <li>- Work with Treasurer to set annual budget.</li> </ul>
<b>Treasurer</b>	<p>Member of the Officers for Band Boosters organization. Responsible for:</p> <ul style="list-style-type: none"> <li>- Set and maintain annual budget.</li> <li>- Fill out and file organization's tax returns.</li> <li>- Provide accounting for Tag Day donations.</li> <li>- Ensure bills get paid for insurance, vendors, etc.</li> </ul>
<b>Secretary</b>	<p>Member of the Officers for the Band Boosters organization. Responsible for:</p> <ul style="list-style-type: none"> <li>- Taking notes during Band Booster meetings.</li> <li>- Coordinating follow-up on tasking identified at Booster meetings.</li> <li>- Send out thank you letters/donation slips for Tag Day contributions over %50.</li> <li>- Send thank you letters/donation slips for other donations as determined by the Booster Board, often corporate sponsorships or direct donations of more than \$50.</li> </ul>
<b>Volunteer Coordinators</b>	<p>Time commitment: Varies; 2-3 hours per week during summer and Marching Band season; lighter during the rest of the school year.</p> <p>The volunteer team creates new and updates the existing SUGs needed by the other Booster Board teams to staff their events. You will work closely with the Booster Board. This includes:</p> <ul style="list-style-type: none"> <li>- Working with Booster Point of Contacts (POC) to review and update existing SUGs, or help create new ones.</li> <li>- Contributing to the newsletter.</li> <li>- Updating the event POCs with lists of names from their SUG.</li> <li>- Actively recruit additional volunteers as necessary.</li> <li>- Work with Fairfax City Band to coordinate student volunteer needs for events.</li> </ul>
<b>Fundraising: Car Wash Coordinator</b>	<p>Time commitment: Varies throughout the year from 1-5 hours per week.</p> <p>Car Wash Coordinators work with the Booster Board, other parents and students to organize a fundraising/"break the ice" social event in early August.</p> <ul style="list-style-type: none"> <li>- Coordinate with director, FHS, drum majors and car wash locations.</li> <li>- Review existing procedures.</li> </ul>

- Update existing Sign Up Genius to request volunteers/supplies.
- Set-up/clean-up.
- Training.
- Replenish existing supplies.
- Collecting the donations throughout the events.

**Fundraising: Tag Day Coordinator**

Time commitment: Varies throughout the year from 1-5 hours per week.  
 Work with the Booster Board, other parents and students on the biggest fundraiser of the year for such things as new instruments, special trips, etc. Tag Day happens on a Saturday near the beginning of September.

- Review existing procedures, organize routes and drivers.
- Training for students and parents.
- Update existing Sign Up Genius to request volunteers/supplies.
- Reconciling donations.
- Coordinate restaurant participation on day of event.

**Fundraising: Winter Raffle Coordinator**

Time commitment: Varies throughout the year from 1-5 hours per week.  
 Ideally coincides with Winter Concert in mid-December.

- Coordinate with Band Boosters, and Director for timing and approval of fundraiser.
- Solicit donations of raffled items.
- Procure big ticket prizes.
- Promote online and in-person ticket sales.

**Fundraising: Winter Fruit Sale Coordinator**

Time commitment: Varies throughout the year from 1-5 hours per week.  
 Fruit sale usually happens in February and March.

- Coordinate with Band booster, Director and fruit vendor.
- Promote sales to the parents and students.
- Training for in-person and on-line sales.
- Tracking the sales.
- Distribution of products.

**Fundraising: Grant Proposal Writer**

Time commitment: Varies throughout the year from 1-5 hours per week.  
 The Boosters also need to explore new fundraising opportunities including grants and corporate sponsors. There are lots of great creative ways to help individually from home or as a part of a small group. Our program cannot grow without lots of fundraising.

**Operations: Band Camp Coordinator**

Time commitment: In the spring, a few hours of planning; 5 hours per week during band camp  
 This team will work closely with the band director and FHS coordinating activities and food during the 3 weeks of band camp before school starts. This includes:

- Coordinating dates and times for treats, meals and activities, especially during

extended days of the second week of camp.

- Updating existing Sign Up Genius to request volunteers/supplies.
- Coordinating with vendors.
- Supporting other parents volunteers during meals and activities.

**Operations:  
Football Game  
Coordinator**

Time commitment: 4 hours on various Friday nights of football games.

The band needs support during football games too. This is a relatively small time commitment during the home games and 2 away games. You'll work closely with other parents, which includes:

- Point of contact for volunteers during the game.
- Set-up/clean-up.
- Supporting the students during the game.
- Running the 50/50 raffle during home games with support from the treasurer.

**Operations:  
Competition  
Coordinator**

Time commitment: Only during marching band season. Varies from a few hours in August and September to 10-15 hours per week before a competition.

You'll work closely with the band director, the competition sites and other parents.

This work includes:

- Creating bus seating charts.
- Reviewing the information packets sent by each competition venue.
- Checking emergency supplies.
- Helping to create the competition schedule.
- Updating existing Sign Up Genius to request volunteers/supplies.
- Contributing to the newsletter and website.
- Working closely with parents and students during competitions.

Do you like making lists, organizing or logistics? Then this is the team for you! There are plenty of jobs to do from home or go on the road with the band to 5 or 6 competitions during marching band season, September to early November. As the band program expands, this job is too big for one person, so a team is a great way to divide and win.

**Operations:  
Transportation  
Coordinator**

Time commitment: Varies. Several weekends during marching season. Optionally other events during winter and spring.

Operations coordinators oversee getting the band to competitions and events. Duties include:

- Annual maintenance and inspection of trailers and equipment,
- Develop load plans based on current year's show requirements.
- Update driver information packets for each trip.
- Facilitate pickup and dropoff of rental trucks.

**Operations Team**

Time commitment: Varies 3 hours per month to 10 hours per week during the marching band season

The Operations Team works closely with the director, students and other parents keep the many mechanics of the marching band running smoothly. This involves:

- Minor equipment repair.
- Building the prop.
- Supervising students loading and unloading equipment at competitions.
- PIT/Prop team: Supervising getting equipment on and off the field during football games and competition.
- Driving the trucks pulling the trailers.

This is literally the group that keeps the band moving. Great for parents who like to be hands-on working with other parents and students.

### **Drivers Team**

Time commitment: Varies. Several weekends during marching season. Optionally other events during winter and spring.

Drivers are responsible for pulling equipment trailers and driving trucks. Most of our events are during marching season, but winter drumline and winter guard may require transportation as well. Each vehicle typically has a team of driver/co-pilot or driver/navigator.

- Drive pickups pulling the band trailers.
- Drive rental trucks as necessary.
- Assist the Transportation Coordinator in pickup/dropoff of vehicles on day of event.
- Assist Transportation Coordinator with load plan.
- Assist students with loading and unloading of equipment.
- Ensure equipment and trailers can safely make it to the destination.

### **Communications: Social Media Manager**

Time Commitment: Varies. Webmaster is 1-5 hours/month; update and maintain FHS bands social media accounts (Facebook, Instagram, Twitter) as needed during performance and event weeks.

### **Photography Team**

Time Commitment: Varies. Performances 1-5 hours/month; photograph and document performances and events for FHS bands social media accounts (Facebook, Instagram, Twitter).

### **Communications Team**

Time commitment: Varies. Newsletter is 2 hours/week in fall, 2 hours/month rest of the year; registration is 5-10 hours/month late spring-summer only.

The Communications team works with the President and Director to coordinate band communications to students and parents. This involves:

- Administering the band website (using Wix).
- Coordinating content for the newsletter using Mail Chimp (weekly during marching season; less frequently thereafter) and assisting with special announcements as necessary.
- Coordinating registration each spring (preparing the registration forms, organizing Forms Night, collecting and compiling the forms).

If you like writing/editing or web work and have some proficiency with technology (maybe you want to learn a new skill?), this is the team for you! Several members of the team have seniors next year, so we're looking for new folks to help out and learn the ropes.

### **Hospitality Team**

Time commitment: 5-10 hours per event; 4-5 hours during actual event.

Hospitality team members typically plan and carry out 4-6 events each year, most of which occur in the fall (additional volunteers will be available to help with each event).

Events typically include:

- Marching season show preview potluck (August).
- Middle school night (October).
- Senior night (late November).
- End of season marching party (early November).
- End of year band banquet (May).

If you enjoy planning fun activities while helping to raise money for the band and interacting with the kids, then this is the team for you!

### **Spirit Wear Team**

Time commitment: 10-20 hours in the summer; 2-3 hours per event; 1-2 hours a month once school starts.

Spirit wear coordinators are primarily responsible for:

- Reviewing current spirit wear inventory and planning sales (setting prices, etc.) for the upcoming year. Merchandise and sales are tracked using Square.
- Working with vendors to design and order new spirit wear. This year we started a new partnership with Custom Ink.
- Set up and sell spirit wear at games, concerts, and other band events.

### **Uniform Team**

Time commitment: Varies widely depending on event and season. More hours are required in the Fall to get prepared for and support the Marching Band from late July-November. Concert Band season runs from October-May.

The uniform team works in close coordination with student uniform leads and the Director to oversee the inventory, distribution, and maintenance of the program's marching and concert band uniforms. Duties include:

- Fitting and assigning uniforms at the beginning of both the marching and concert seasons (August and October for 5-10 hours).
- Ordering marching and concert band uniform inventory (5+ hours).
- Support student leaders in distribution and transportation of uniforms for concerts (1.5 hour each for three concerts October-May), 5-6 away marching competitions (2-4 hours each September-November), and home/away football games (1-2 hours each August-November).
- Ensuring uniforms are worn correctly and that students have all the components.
- Collecting, organizing, and having marching band and concert uniforms cleaned and stored each summer (November and May for 5-10 hours).

If you want to make sure that the band looks their best and you enjoy interacting with the kids, this job is for you! Several members of the team have upperclassmen so we're looking for new members to ensure our team continues to shine in the coming years!

