



EXECUTIVE BOARD	
<p>President *</p> <p>Throughout the year. 15-20hrs/month</p>	<ul style="list-style-type: none"> ▪ Presides over monthly board meetings ▪ Assists the Treasurer and Band Director in establishing the annual budget ▪ Reviews with Band Director and Treasurer to approve scholarships ▪ Works closely with the band directors on upcoming events and schedules ▪ Prepares a weekly update to go out in newsletter and answers parents' questions and concerns ▪ Appoints the annual nominating committee ▪ Primary co-signer of all checks ▪ Holds one of 2 booster debit cards ▪ Ex officio additional member of all committees of the Organization ▪ Member of the Executive Committee ▪ Oversees annual UIL requirements in partnership with Plano ISD Representative <p><i>*Director approved position due to financial and password access.</i></p>
<p>Vice President - 9th Grade Parent *</p> <p>Throughout the year. 15-20hrs/month</p>	<ul style="list-style-type: none"> ▪ Performs all duties of the president in the absence of the president ▪ Co-signer of checks in the absence of the president ▪ Shadows the president on all tasks in preparation to take over President position the following year ▪ Member of the Executive Committee <p><i>*Director approved position due to financial and password access.</i></p>
<p>1st VP Volunteers</p> <p>Throughout the year. 10-15hrs/month</p>	<ul style="list-style-type: none"> ▪ Organizes and coordinates with volunteer/chaperone leads for ALL band events (including but not limited to Football Games, Marching Competitions, Spring UIL, Game Day meals, Cafe Virtuoso volunteers, etc) ▪ Manages supply inventory and chaperone bags for marching season and verifies all are complete before each event ▪ Works with VP Communications/MTK to publish volunteer needs/signups for all events ▪ Communicates with and confirms all volunteers are background checked through Voly ▪ Member of the Executive Committee

<p>2nd VP Fundraising/ Sponsorship</p> <p>Throughout the year. 15-20hrs/month</p>	<ul style="list-style-type: none"> ▪ Coordinates and supervises all fundraising events and sponsorships with sub-committees ▪ Serves as an ex officio additional member of all fundraising committees of the Organization and should be notified of their meetings ▪ Serves as Chair for any Committees without an official Chair ▪ Member of the Executive Committee
<p>3rd VP Communications /Membership Toolkit *</p> <p>Throughout the year. 10-15hrs/month</p>	<ul style="list-style-type: none"> ▪ Works with Newsletter & Website/Social Media Chairs to ensure timely and accurate communication to Parents ▪ Administrator of MTK ▪ Trains adults who will use MTK at Registration Pick-up and provide on-site support ▪ Runs reports as requested by the Band Directors and Executive Board ▪ Answers student/parent questions about MTK ▪ Coordinates with MTK vendor for any support issues ▪ Sets up security within MTK for all applicable board positions ▪ Sets up registration forms and signups on MTK, including rolling forward from one year to the next ▪ Member of the Executive Committee <p><i>*Director approved position due to financial and password access.</i></p>
<p>Secretary</p> <p>Throughout the year. 5-10hrs/month</p>	<ul style="list-style-type: none"> ▪ Keeps minutes of the meetings of the Organization and posts in Organization's google drive for accurate record keeping ▪ Keeps reference lists of committee chairmen ▪ Answers Organization's correspondence under the direction of the President ▪ Member of the Executive Committee
<p>Treasurer *</p> <p>Throughout the year. 20-25hrs/month</p>	<ul style="list-style-type: none"> ▪ Receives and deposits all moneys belonging to the Organization ▪ Disburses Organization funds upon order of the Executive Committee ▪ Monitors the vinesbandboosters@gmail.com email account and answers or forwards to appropriate person ▪ Keeps accurate records of accounts payable and accounts receivable ▪ Prepares master registration spreadsheet for all students showing all payments and balance dues ▪ Files necessary yearly forms with the Internal Revenue Service, including 1099s as needed ▪ Prepares financial cashflow report for each regular meeting ▪ Makes financial records available for audit at the end of the school year ▪ Primary co-signer of all checks ▪ Holds one of 2 booster debit cards ▪ Member of the Executive Committee <p><i>*Director approved position due to financial and password access.</i></p>

<p>Treasurer Assistant * Preferably 8th grade parent</p>	<ul style="list-style-type: none">▪ Shadows the Treasurer during a few key events during the year to understand how the band runs in preparation to take over the Treasurer role. Preferably this is filled once every 2 years by an 8th grade parent with expectation that they roll up to Treasurer for a full 2 years.▪ Attend/participate in following key events:<ul style="list-style-type: none">- Registration/Uniform Fitting Day- Cafe Virtuoso- Booster Board meetings starting in February- Setting and approving the new budget in April/May- Launch/Booster Camp <p><i>*Director approved position due to financial and password access.</i></p>
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SPECIAL PROJECTS CHAIRS

<p>Uniform Chair</p> <p>10-15hrs/month July-Sep ~5hrs in Dec to turn in & wash</p>	<ul style="list-style-type: none"> ▪ Trains and works with Student Leadership Uniform Crew ▪ Organizes and prints nametags for uniform bags ▪ Responsible for ordering any show shirts, accessories and/or coordinating with PSHS/Clark for other sizes ▪ Responsible for the "Uniform Station" during Uniform Fitting Day. Works with volunteers to fit and check out bibbers, vests, hats/shakos, show shirts and other accessories (including hemming/ironing). (Shoes are a separate station). ▪ Responsible for the maintenance of associated records ▪ Assists the President & Treasurer with band registration and pick-up ▪ Works with VP Volunteers to determine volunteers needs ▪ Works with the Spirit Chair to order and deliver any uniform-specific items ▪ Onsite before 1st 2 games to ensure everyone has what they need. (Student Uniform Crew handles any needs afterwards) ▪ Responsible for uniform cleaning and maintenance
<p>Uniform Co-Chair - 9th Grade Parent</p> <p>10-15hrs/month July-Sep ~5hrs in Dec to turn in & wash</p>	<ul style="list-style-type: none"> ▪ Shadows and assists the Uniform Chair as needed ▪ Works with Treasurer to gather shoe sizes from registration then maintains "Shoe Spreadsheet" of needs/received/changes ▪ Works with Treasurer to gather juguzzis/jugs needed from registration then maintains "Juguzzi Spreadsheet" of needs/received/changes ▪ Responsible for placing marching shoes order with vendor, including extra orders/returns ▪ Coordinates juguzzi/jugs order with PSHS ▪ Responsible for Shoe Station & Juguzzi Station during Registration/Uniform Fitting Day ▪ Works with VP Volunteers to determine volunteer needs
<p>Graphics & Publicity Chair *</p> <p>Throughout the year. ~10hrs/month</p>	<ul style="list-style-type: none"> ▪ Helps create graphics for events, fundraising, etc. ▪ Updates and maintains the vinesband.info website ▪ Monitors the Vines Band Facebook and Instagram accounts. Responds to comments when needed. ▪ Posts all approved flyers, pictures, etc on Social Media (FB, Instagram, etc) in a timely manner. ▪ Creates & sends out weekly newsletter via MTK with information provided by other Board and Chair Members including important upcoming dates provided by Band Director(s) ▪ Sends weekly reminders to Booster Board for newsletter deadlines <p><i>*Director approved position due to password access.</i></p>
<p>Chaperone Chair</p> <p>15-20hrs/month</p>	<ul style="list-style-type: none"> ▪ Works with VP Volunteers to determine needs for Chaperones throughout the year at football games, stadium rehearsals, UIL events, Christmas parade, etc. ▪ Attends each event or instructs another lead ▪ Instructs volunteer chaperones of responsibilities at the beginning of each event. ▪ Sets up group text specific for each event with all volunteers and Band Director.

<p>Aug-Oct <5 hrs/month rest of the year</p>	<ul style="list-style-type: none"> ▪ Prints name badges for each chaperone and provides lanyards. ▪ Chaperones may also serve as part of the equipment mover team during half time.
<p>Equipment Mover Chair</p> <p>5-10hrs/month during marching season Aug-Oct</p>	<ul style="list-style-type: none"> ▪ Works with Assistant Band Director to determine volunteer needs, roles and instructions for equipment and props at the beginning of the marching season. ▪ Works with VP Volunteers to publicize volunteer needs. ▪ Ensures there are enough volunteers for each game/event. ▪ Coordinates & instructs equipment mover volunteers during each game/event. <p>**Note - Equipment movers are mainly for props and drum major podiums. The majority of instrument loading/moving, including front ensemble/audio is done by students.</p> <p>Equipment movers are not required to ride the bus to/from the game/event. For games, they usually meet on the field just prior to halftime. For UIL competitions, they usually need to meet the bus upon arrival to stadium.</p>
<p>Historian/ Photographer</p> <p>15-20hrs/month Aug-Oct <5 hrs/month rest of the year</p>	<ul style="list-style-type: none"> ▪ Responsible for all audio-video records of the Organization, including photography and audio/visual recording of all activities ▪ Posts photos on Organization's website as well as a secure website with member access ▪ Prepare the video presentation for the annual awards banquet ▪ Works with PSHS to get event badges as needed
<p>Videographer</p> <p>15-20hrs/month Aug-Oct ~5hrs/month Mar-May</p>	<ul style="list-style-type: none"> ▪ Visually records the Band performance during the half-time show at the football games. The recording should show the entire band and color guard to allow the Directors to evaluate the performance ▪ Send the performance recording to the Band Directors ▪ Works directly with Band Historian/Photographer
<p>Drumline Coordinators (1 per grade)</p> <p>Varies</p>	<ul style="list-style-type: none"> ▪ Liaison between the PSHS Drumline Director & Coordinator, the Band Directors, and the Executive Board ▪ Communicates all Drumline activities to the president as needed ▪ Helps PSHS Coordinator to recruit volunteers for PdLC, Spring Percussion Show, Solo/Ensemble Contest ▪ Main point of contact for Percussion Parents. Distributes percussion-related information to percussion parents via GroupMe
<p>Half-Time Announcer</p> <p>5-10hrs/month Aug - Oct</p>	<ul style="list-style-type: none"> ▪ Announces the Band, Drum Majors, and Directors at the half-time show during the football games from the press box ▪ A script will be provided by the Band Director prior to each game

<p>Summer Band Camp Coordinator</p> <p>Only during Band Camp July/Aug 1-2hrs/day</p>	<ul style="list-style-type: none">▪ Purchases, or gets donations, of popsicles from local vendors▪ Gathers a team to prepare and distribute popsicles to band members during the weeks of summer band camp outdoor rehearsals▪ Works with VP Volunteers to determine & publicize volunteer needs.▪ Organizes volunteers to prepare, distribute, and wash cold towels during summer band▪ Helps Fall Fundraiser chair to distribute candy/incentives to students during fall fundraiser campaign
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EVENT/FUNDRAISING CHAIRMEN

<p>Game Day Meals Chair</p> <p>Game Day Meals Co-Chair - 9th Grade Parent</p> <p>10-15hrs/month Aug - Oct</p>	<ul style="list-style-type: none"> ▪ Arranges with local restaurants to provide meals for students for the following events: <ul style="list-style-type: none"> - Football game days and stadium rehearsals (includes colorguard) - 8th grade night pizza at Vines - Snacks/treats after holiday parade ▪ Keeps meal pricing within the budgets set ▪ Provide volunteer requirements to VP of Volunteers and organize and oversee volunteers at event to serve the meal ▪ Co-Chair shadows and supports Game Day Meals Chair
<p>Spirit Wear & Merchandise Chair</p> <p>10-15hrs/month July-Sep</p>	<ul style="list-style-type: none"> ▪ Responsible for the sale of all band spirit wear and spirit items, including uniform required items, that have been approved by the Band Director and Executive Board. Said items are optional purchases for band students and their families. ▪ Works with VP Communications/MTK to prepare forms for spirit wear and required items ▪ Provides photos of spirit wear to MTK Chair ▪ Places order for spirit wear items in the summer for the upcoming school year and sorts/labels items for pickup ▪ Responsible for "Spirit Wear" table & volunteers at Registration pick-up ▪ Works with VP Volunteers to determine needs for volunteers
<p>Hospitality Chair</p> <p>Throughout the year. 10-15hrs/month</p>	<ul style="list-style-type: none"> ▪ Coordinate with Central Cluster bands for group events, such as Cluster Exhibition (Oct), Region & Area Auditions hosting (Nov), & Middle School Pre-UIL Judge/Director meals (early spring) ▪ Liaison with both PSHS & Middle Schools to share relevant information ▪ Coordinates booster parent social events
<p>8th Grade Representatives (1 per MS) *</p> <p>Throughout the year. Varies ~5hrs/month</p>	<ul style="list-style-type: none"> ▪ Works as main point of contact with Hospitality Chair to ensure smooth communication with 8th grade parents ▪ Provides communication/graphics to MS Band Directors to send out to parents ▪ Helps upper level Hospitality Chairs during Cluster Exhibition ▪ Coordinates donations for Cafe Virtuoso middle school auction basket ▪ Coordinates Future Vines Band Wildcat shirts with Spirit Wear chair and MS director ▪ Works with Hospitality Chair to help setup/serve judge/director meals for MS Pre-UIL <p><i>*Director-approved position</i></p>

<p>Spirit Buttons Chair</p> <p>~5-10 hrs in August/Sept</p>	<ul style="list-style-type: none"> ▪ Sets up “green screen’ and arranges with Photographer to take photos of every band member in marching uniform on registration/uniform fitting day ▪ Assembles the buttons for those who have purchased ▪ Distributes buttons to students upon completion
<p>Fall Fundraiser Chair</p> <p>15-20hrs in July and August</p>	<ul style="list-style-type: none"> ▪ Works with Treasurer to select & set up the fundraiser via pre-determined giving platform to start during the 2nd week of summer band camp ▪ Coordinates with Band Director for best day to do a live push/competition during summer camp ▪ Sets deadline for donations & works with Band Director for reminders ▪ Handles all graphics and communications prior to deadline ▪ Brainstorms ideas & purchases incentives for section contests
<p>Corporate Sponsorship Chair</p> <p>10-15hrs/month May-Sept</p>	<ul style="list-style-type: none"> ▪ Creates/updates corporate sponsorship information packet. ▪ Contacts businesses and sponsors to secure donations and maintains sponsor list. ▪ Collects items from corporate sponsors for “swag bag” distribution during Uniform Fitting Day ▪ Works with local printer for Sponsor Banner creation. ▪ Provides corporate logos to website, MTK, newsletter and social media chairs for publicity
<p>Seasonal Fundraising Chair</p> <p>Time Commitment depends on project</p>	<ul style="list-style-type: none"> ▪ Responsible for brainstorming and implementing one additional fundraising opportunity or continuing ideas from past years, such as Online Winter Market, Calendar Fundraiser, etc (with President, Treasurer & Director Approval) ▪ Works with VP Volunteers for any volunteer needs ▪ Works with Treasurer for any fund management, if needed
<p>Spirit Night Chair</p> <p><5hrs/month</p>	<ul style="list-style-type: none"> ▪ Works with local restaurants to setup spirit nights (1/month) ▪ Creates graphics and distributes to social media/newsletter chairs for publicity ▪ Followup with restaurants after event to collect checks or verify receipt with Treasurer ▪ Coordinate with Clark & PSHS spirit night chairs to prevent conflicts with spirit nights and/or schedule possible joint spirit nights
<p>Awards Banquet Chair</p> <p>15-20 hrs total (planning in April for event in May)</p>	<ul style="list-style-type: none"> ▪ Sets up and plans the awards banquet in the spring; selects date, venue, caterer, etc ▪ Plans the program and works with Band Directors on awards ▪ Coordinates the decorating of the venue ▪ Tracks list of sales and organizes check-in process ▪ Coordinates with VP of Volunteers to recruit parent and student volunteers to help decorate, serve, clean up, etc, and oversees volunteers during decorating, serving, and clean up

<p>Café Virtuoso Chair</p> <p>Café Virtuoso Co-Chair - 9th Grade Parent</p> <p>~15hrs/month Oct-Jan</p>	<ul style="list-style-type: none"> ▪ Project Manager for all things CV ▪ Arranges committee meeting two months prior to the event to start initial planning and makes sure everyone knows their responsibilities ▪ Works with Treasurer to choose auction/ticketing platform. ▪ Creates checklist and monitors the progress of planning with sub-committee chairs: ticket sales; communication with Vines Band, PSHS, and middle schools; volunteer sign-ups; bake sale; auction/raffle donations; etc ▪ Plans and purchases minimal table decorations and sets up/cleans up cafeteria with volunteers ▪ Works with VP Volunteers and sub-committees to determine volunteer needs and coordinate signups & volunteer communication on MTK. ▪ Co-Chair shadows and assists Chair as needed
<p>CV Tickets, Graphics, Publicity</p> <p>5-10hrs/month Dec & Jan</p>	<ul style="list-style-type: none"> ▪ Responsible for setting up online site for ticket sales and determine open/closing date for online sales. Work with CV Chair, President & Band Director to determine pricing & bundles. ▪ In charge of all publicity and graphics (including slideshow during performances) for whole event via coordination with sub-committees ▪ Prepares pre-purchased tickets list ▪ Prepares all CV graphics to use on social media and newsletters ▪ Works with VP Communications to create a publicity calendar, ensuring middle schools are included.
<p>Bake Sale & Drinks</p> <p>15-20hrs in Jan plus setup/teardown day of event</p>	<ul style="list-style-type: none"> ▪ Promotes Bake Sale and solicits donations ▪ Works with vendors to provide beverages and buy sodas and water bottles ▪ Collects and organizes items the day of the event ▪ Coordinates & oversees volunteers working in this area (works with VP of Volunteers to promote and fill positions)
<p>Auction / Raffle</p> <p>~20hrs/month Oct-Jan plus setup/teardown day of event</p>	<ul style="list-style-type: none"> ▪ Work with Director to divide students (by instrument) and solicit donations from parents for baskets. ▪ Sets up Auction platform with all items. Work with Treasurer to ensure connection to bank account for payments. ▪ Works with CV Chair to determine volunteer needs. Oversees volunteers during event. ▪ Sets up tables and items during event and process payments and distribute items at conclusion of event. ▪ Collects donated items and prepares in attractive presentation ▪ Solicits item donations and gift cards from area businesses to use in auction and raffle