

NSSHS Band Parents' Association Officers/Committee Responsibilities

President

- Maintains close communications with director for all activities
- Presides at all meetings of the booster club
- Appoints all committees – except the Nominating Committee
- Address all booster club inquiries with membership
- Coordinates with w/director and GPISD Transportation for trucks for trailer & maintenance of equipment
- Oversees Vice Presidents and all officers
- Provides support/direction for committees
- Maintains a complete procedural notebook of duties/activities throughout the year
- Arrange for drivers for every band event

Vice President – Administrative

- Works closely with President and Vice-President of Operations to ensure continuity of booster club business
- Email on important information to band parents Solicits donations/support from community leaders
- Helps with execution of fundraisers
- Maintains a complete procedural notebook of duties/activities throughout the year

Vice President – Operations

- Presides in absence of President at meetings
- Works closely with President to ensure continuity of booster club business
- Maintains close communications with director for all activities in President's absent
- Coordinates Chaperones and bus assignments
- Ensures medical forms accompany the band at each event (remind band director)
- Ensures medical and "ready" bags are on buses
- Oversees Uniforms, Hospitality, Mule Team Committees
- Orders all band uniform supplies, including t-shirts, hats, jugs, uniforms, gloves, etc.
- Requests all PO's from GPISD Admin
- Maintains inventory of all band goods and property
- Generates donation letters for sponsorships
- Coordinates with Fine Arts Secretary for Purchase Orders, checks and other payment to vendors
- Maintains a complete procedural notebook of duties/activities throughout the year
- Prepares, completes and copies all forms and documents for booster club/directors

Secretary

- Keep accurate records and minutes of all meetings
- Addresses all correspondence for the booster club with input from President and Directors
- Submits all required documents to the principal and/or GPISD Administration
- Maintains a complete procedural notebook of duties/activities throughout the year

Uniforms (2)

- Maintenance Schedule – when, how uniforms get cleaned
- Issues Uniforms – i.e. shoes, hats and equipment
- Repairs uniforms
- Maintains a complete procedural notebook of duties/activities throughout the year

Hospitality (2)

- Organize sub-committee to assist
- Coordinates food & water procurement for Travel and Yearly Events
- Coordinates summer band camp lunches
- Coordinates for decorating events – Band Banquet, Christmas Party, Band Showcase
- Maintains a complete procedural notebook of duties/activities throughout the year

Fundraisers

- Submit Request for Band Fundraisers throughout year (except for fireworks fundraiser)
- Execute fundraisers throughout the year – organize sub-committee to assist
- Submit Follow up Report to VP of Admin (except for fireworks fundraiser)
- Maintains a complete procedural notebook of duties/activities throughout the year

Fireworks

- Works closely with both VP's on scheduling
- Organize committee to supervise staff for fundraiser
- Solicit and schedule volunteers to work fireworks stand
- Maintains a complete procedural notebook of duties/activities throughout the year

Mule Team (5)

- Organize and train, as needed, additional Mute Team members
- Equipment maintenance – not to include band instruments or uniforms
- Assignment of ladders and equipment placement on the field for “HALF TIME SHOW”
- Other duties as needed

Sponsorships

- Secures sponsorships for the band form the community
- Works closely with director, president and treasurer to accurately receive, record and arrange for disbursement of sponsorship funds
- Prepares and submits report to President, Treasurer and Director
- Oversees annual Golf Tournament