

**2016-17**  
**Band Booster Executive Board (Elected)**

<b>Parent Name</b>	<b>Email</b>	<b>Position</b>	<b>Job Description</b>
Caroline Kuvaja Casi Walton	<a href="mailto:southerngrl3@gmail.com">southerngrl3@gmail.com</a> <a href="mailto:iluvmoo99@aol.com">iluvmoo99@aol.com</a>	Co-Presidents	<ul style="list-style-type: none"> <li>• Presides over booster meetings</li> <li>• Assists in coordinating all events</li> <li>• Maintaining mail distribution lists and mailings</li> </ul>
Cari Metzger	<a href="mailto:cari.l.metzger@gmail.com">cari.l.metzger@gmail.com</a>	Vice-President	<ul style="list-style-type: none"> <li>• Assists in coordinating all events</li> <li>• Membership</li> </ul>
Kevin Rollison	<a href="mailto:Kevinlrollison@gmail.com">Kevinlrollison@gmail.com</a>	Secretary	<ul style="list-style-type: none"> <li>• take attendance at meetings</li> <li>• maintain minutes at all meetings</li> <li>• Keep copy of constitution/By-laws</li> </ul>
Debbie Sabin	<a href="mailto:thesabins@yahoo.com">thesabins@yahoo.com</a>	Treasurer	<ul style="list-style-type: none"> <li>• maintain 2 bank accounts</li> <li>• report monthly to organization</li> <li>• Apply for Tax Refund</li> <li>• Money Boxes</li> <li>• Pay Bills</li> <li>• Year end Close Out/Report</li> </ul>

## 2016-17 Volunteer Positions

Parent Name	Email	Position	Job Description
Reggie Jones		Bus Driver Coordinator	*Coordinate bus drivers for all band events that activity buses are needed
		Hospitality Chairperson	*Arrange to have flowers sent to hospitalized (sick, etc.) booster members and/or current band students. Booster organization is responsible for payment, not the chairperson. Authorization from band director(s) and/or Executive Board is required. *Send cards (get well, sympathy, baby congratulations, etc.) to booster members and/or current band students
Sandy Cence		Publicity Chairperson	*Publicize all of the booster events via various media (i.e., newspapers, radio announcements, etc.) (Band director has a list of contacts) *Possibly act as a newsletter coordinator for band

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Greg Sabin		Website Coordinator	<ul style="list-style-type: none"> <li>*Ensure that information on band website is current</li> <li>*Update the calendars by coordinating with band director(s)</li> <li>*Maintain appealing website</li> </ul>
		Videographer/Historian	<ul style="list-style-type: none"> <li>*Video tape all performances or make arrangements to have performances taped if you are unable to attend all events</li> <li>*Take pictures at functions, or make arrangements to have pictures taken at events which you are unable to attend</li> </ul>
		Prop Coordinator	<ul style="list-style-type: none"> <li>*Coordinate the building of the props</li> </ul>
		Equipment Moving Coordinator	<ul style="list-style-type: none"> <li>*Coordinate moving of all equipment/trailers to and from all performances</li> </ul>
		Front Ensemble Coordinator	<ul style="list-style-type: none"> <li>*Coordinate loading and movement of percussion pit train</li> <li>*Learn how the equipment is lined up on the sideline</li> </ul>

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		Volunteer Coordinator	<p>*Ensure that we have the minimum number of chaperones required for each home game, away game, competition, and other events at which chaperones are necessary</p> <p>*Verify with Vice President that all chaperones are current booster members (requirement)</p> <p>*Note: The Volunteer Coordinator is not required to be at all functions that chaperones/volunteers are needed - Just need to coordinate.</p>
		Sponsorship Coordinator	<p>*Contact potential sponsors</p> <p>*Ensure that all sponsors receive all items promised as sponsors at their respective sponsorship levels</p>
<p><b>Heather Maher</b> <b>Kris Thompson</b></p>		Uniform Chairperson	<p>*Coordinate/Supervise uniform fittings at beginning of marching season</p> <p>**Coordinate uniform washings after each Game / competition, as needed</p> <p>*Maintain a uniform supply/repair kit to ensure uniform compliance</p> <p>*Coordinate uniform issues for each event that uniforms are needed</p>
<p><b>Caroline Kuvaja</b></p>		CCBC coordinator	<p>*Coordinates with the CCBC committee to insure that the time line for the competition is followed. Oversees the CCBC meetings. Helps with troubleshooting the day of the event.</p>

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		Dinner Dance coordinator	*Coordinates the Jazz dinner dance in the Spring
		Fruit Sale coordinator	*Inputs all band fruit orders into the computer and secures volunteers to help sort and distribute band fruit orders.
		Friends and Family coordinator	*Inputs all names provided by students into database and mails out friends and family letters. *Inputs information into spreadsheet as donations are sent in.