



Bentonville Band Boosters Standing Rules

Job Descriptions

Bentonville Band Boosters

5/16/2023

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All positions and committee chairs are expected to understand and adhere to the Bylaws, Standing Rules, and Volunteer Guidelines as documented by the Executive Board of the BBB.

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President--Responsibilities

- Provide Leadership, training, instruction, troubleshooting, and encouragement to all Members of the BBB. Confirm that all BBB Executive Board members, along with BBB volunteers, understand and follow all BBB guidelines and school policy.
- Public Relations and Advocacy with School Administration, School Board Members, Fine Arts Director, and the local community as requested by Directors
- Serve as the primary interface with the Directors and liaison with other Executive Board members, volunteers, parents, and other parent organizations
- Develop agenda and preside over all Executive Board meetings and General meetings during the year. Confirm all Executive Board members have content to provide at meetings.
- Support the Board with any inter-board member conflicts that need resolution
- Communicate and Manage the Events Calendar in coordination with Directors
- Parent Key Contact
- Chair of Nomination and Scholarship Committees
- Support Vice President in executing BMI
- Ensure that all BBB documents are available to the public on an as needed basis
- Coordinate with Directors and Communications Chair on weekly communications
- Cast tie-breaking vote on any Executive Board votes

President--Special Responsibilities

- Be present at most major band events
- Manage confidential information
- Be available via email and phone to the Directors and Executive Board members. This can include weekends.
- Travel with Band to competitions

Vice President-- Responsibilities

- Liaison with Concessions, Logistics, Sponsorships to for execution of events as directed by the President
- Coordinate transportation and lodging for judges and other special guests for events.
- Liaison with other BBB Board members to coordinate volunteers for large events.
- Chair of BMI
- AMP Coordinator
- Manage special events such as BMI, Banquet, etc. with Presidential Support.
- Support the President, Directors and Staff, and the Executive Board at all Band Events
- Oversee Executive Board and General Meetings in the absence of the President

Vice President-Special Responsibilities

- Be present at most major band events
- Availability as required by the President
- Strong organizational and team building skills

Treasurer--Responsibilities

- Responsible for all accounting practices of the BBB
- Ensure all BPS policies are followed
- Implements all financial procedures required by Bentonville Public Schools (BPS)
- Maintain and oversee BBB yearly budget
- Maintain all BBB bank accounts, credit cards, and ensure proper recordkeeping is completed
- Receive and record all deposits for BBB events
- Receive, record, and pay all BBB expenditures
- Work with Assistant Treasurer to make all deposits.
- Provide accounting direction for all BBB areas
- Coordinate all signing authority for the BBB on bank accounts, including President, VP, and Assistant Treasurer
- Obtain proper permissions for all BBB purchases and oversee total expenses to remain within the BBB yearly budget.
- Support the Directors, Staff, and President in all Bentonville Bands activities

Treasurer--Special Responsibilities

- Be present at most major Band events
- Availability required by the President
- Accounting skills and cash management skills required

Assistant Treasurer--Responsibilities

- Assist the Treasurer to make sure all financial duties are complete for the BBB
- Provide direction, training and supervision of Concessions cashiers
- Coordinate delivery of, accounting of, and depositing of all cash for the Concession stand
- VAP

Assistant Treasurer--Special Responsibilities

- Be present at most major Band events
- Availability required by President and Treasurer

Secretary/Fair Share--Responsibilities

- Responsible for documenting the minutes of all BBB Executive Board and General Meeting minutes.
- Coordinate management of all non-financial BBB records (minutes, volunteer forms, Bylaws, Standing Rules, policies and handbooks)
- Work with Treasurer to collect Fair Share hours for Concession Stand.
- Support the Directors/Staff, President, and Treasurer in providing any requested documents
- Assist Directors/Staff at major band events with paperwork
- Process Volunteer Paperwork and distribute volunteer lists to Chairs
- Organizational skills a requirement

Communications--Responsibilities

- Coordinate all BBB communications to parents and the public regarding all band events, fundraising opportunities, sponsorships and special events
- Develop and send out weekly BBB newsletter
- Coordinate with Directors for social media content
- Coordinate with Directors to communicate with students & parents via Band App
- Coordinate photography for all Band events
- Work with Directors & Staff and President to support all Band event
- Be present and available for communications outside school hours.
- Oversee development and completion of Band Yearbook

Student Travel & Records--Responsibilities

- Work with Directors to maintain a Master Roster of all student information
- Responsible for coordination of student activities including but not limited to band camp, senior night, band feeds, color guard and winter guard, competition travel, All-Region/All-State Travel, Concert & Jazz Band travel, etc.
- Obtain snack, water, and supply donations to support student travel
- Work with Directors & President to secure travel arrangements & meals for all competition travel.
- Work with President & Directors to coordinate volunteers for student focused events.
- Manage and coordinate Chaperones for all competition travel throughout the year.
- Work with Directors to complete Chaperone Background checks
- Oversee organization and cleaning of Band closet.
- Coordinate with Uniform Manager to make sure students are ready for all performances.

Student Travel and Records --Special Responsibilities

- Travel with Band to all major events
- Be available to Directors & President's
- request Strong Organizational Skills

Logistics--Responsibilities

- Responsible for construction of props, maintenance of equipment, arranging transportation of props & equipment, and getting the band on/off the performance surfaces for all band events.
- Responsible for coordinating volunteers to help with Pit Crue activities for all band events.
- Coordinate transportation of instruments, equipment, & props for all Spring travel including but not limited to, Winter Guard, All Region/All-State, and Jazz Band travel.
- Work with Loading Crew captain to ensure timely load & unload of all trailers.
- Oversee organization of storage trailer
- Work with Directors and President to find solutions for props & tarps that are no longer being used.

Logistics-Special Responsibilities

- Extensive volunteer hours after 5:00 p.m. and weekends.
- Must travel to all major band competitions.
- Must be present to oversee Football activities
- other responsibilities as assigned by President

Uniforms--Responsibilities

- Responsible for coordination and repair of all uniform, including but not limited to Marching uniforms, Concert attire, Fall Guard and Winter Guard uniforms
- Responsible for fitting all uniforms.
- Coordinate volunteers to help with uniform fittings and washing.
- Build and maintain uniform washing scheduled for all uniforms including, but not limited to Marching uniforms, Concert attire, Fall Guard and Winter Guard uniforms.
- Coordinate transportation of uniforms and emergency stock of uniforms to all band events.
- Build list of students who need to purchase marching shoes and submit to Directors/President for ordering.
- Build list of any needed Concert attire and submit to President for approval, by Executive Board, of purchase by Boosters.
- Coordinate upkeep and transportation of plumes to all band events.

Uniforms-Special Responsibilities

- Volunteer hours after 5:00 p.m. and weekends.
- Must travel to all major band competitions.
- Other responsibilities as assigned by President

Concessions--Responsibilities

- Oversee and coordinate all operations of both Home side and Visitor's side Concessions for Varsity, JV, Freshman, and JH Football games and all Lacrosse games played at Tiger Stadium
- Coordinate and supervise Crew Captains
- Coordinate with Assistant Treasurer to obtain start-up cash for each stand & game played at Tiger Stadium
- Oversee sign up of Volunteers for both stands and all games played at Tiger Stadium
- Oversee Concessions Operations for special events at Tiger Stadium as needed, including BMI.
- Coordinate and execute all purchases of supplies, food, and drinks for concession stands.

Concessions-Special Responsibilities

- Volunteer hours after 5:00 p.m. and weekends.
- Other responsibilities as assigned by President.
- Maintain a positive working environment for all volunteers in the stands. Strong team building skills and a willingness to teach is a must.

Sponsorships/Fundraising--Responsibilities

- Ensure all BPS fundraising rules are followed.
- Ensure all BPS cash management rules are followed
- Oversee all fundraising activities conducted by the Band Boosters and the Band Program (exception is BMI).
- Work with communications to deliver timely information about Fundraising opportunities to parents/students
- Work with Directors & President to build Fundraising Calendar.
- Work with Directors/President to manage Spirit wear sales.
- Oversee brochure and chocolate sales (cheesecakes/candy bars)
- Responsible for developing and executing plans for corporate sponsorship opportunities, BMI Sponsorships, grants, etc.
- Develop and distribute Sponsorship information to parents and businesses in the community.
- Work with Assistant Treasurer on VAP opportunities
- Work with Directors, Logistics, Treasurers on fundraising opportunities in the sale of old props/floors, etc.

Sponsorship/Fundraising -Special Responsibilities

- Volunteer hours can be extensive
- Willingness to go out into the community to liaison with corporate donors to secure donations
- Organizational skills.

Member-At-Large--Responsibilities

- Duties as assigned by President, including but not limited to, helping with all special events, hospitality opportunities, alumni opportunism, and duties as assigned

Member-At-Large--Special Responsibilities

- Be available for volunteer hours at the discretion of the President