OCHS Band Boosters Committee Coordinator Descriptions 2016-2017

Excerpted from the Bylaws of the OCHS Band Boosters:

SECTION 2 COMMITTEE MEMBER QUALIFICATIONS
1) All committee chairpersons must be active members of the Band Boosters.
2) Committee members must be either active members or associate members in good standing of the Band Boosters.
3) Directors may serve as committee chairpersons while retaining their voting rights on the Board of Directors.
4) The Co-Chairs shall be ex-officio a member of all committees except the Nominating committee.

SECTION 3 GENERAL POWERS AND RESTRICTIONS
1) A written charter of the responsibilities of each committee shall be prepared by the Board of Directors, and may be amended at any regular or special Board meeting.
2) No committee shall enter into any contract or incur any indebtedness of financial obligation of any kind, except under the express authorization of the Board of Directors.
3) Subject to the approval of the Board of Directors, each committee shall have the power to adopt such rules as may be necessary for the conduct of the work entrusted to it.
4) Except as allowed under Article 9, Section 1, all contracts and other obligations of the organization must be approved by a majority of the Board of Directors. Such contracts shall be signed by both the Co-Chairs and Treasurer.
5) Committee chairpersons shall be appointed or removed by the Co-Chairs with the approval of a majority of the Board of Directors.
6) Each committee shall have the power to set up sub-committees for carrying on the work under its direction as it may deem necessary.

SECTION 4 STANDING COMMITTEE COORDINATORS
1) Standing committee coordinators are appointed by the Co-Chairs at the start of the fiscal year, and approved by a majority vote of the Board of Directors.
2) Standing committees shall keep records of committee revenues, expenses and procedures, and shall submit an end-of-the-year report to the Board of Directors to aid incoming chairpersons for the following year.
3) The Standing Committees shall be:

A) The *Fundraising Coordinator* shall:
1) Be responsible for meeting the financial needs of the organization as set forth in the budget;
2) Organize and be responsible for the fundraising projects of the organization in compliance with Oregon City High School policy and Oregon City School District policy; including, but not limited to, scrip, e-Scrip, charitable donation websites, and web-based charity shopping malls; and represent them to the Board of Directors;
3) Keep detailed records of all fund-raising projects;
4) Remit the bills, receipts, expense forecasts and proceeds for all fundraising events to the Treasurer in a timely fashion;
Review all incoming fundraising ideas from outside groups, businesses and parents
5) Summarize event ideas and present to the Board of Directors to decide if it is an event that is beneficial to the band and/or doable with the band schedule in order to present it to the leadership group and potential to the parent group. Outside

fundraising opportunities come to the coordinator through the ocbandparent email.
6) Work with School Administration to make sure all approvals have been received for all various fundraisers including approval for the event, approval for hanging posters, locations, etc.
7) Obtain or assist with cash boxes, two parents count for events and deposits
8) Assist with volunteer coordination for an event, which may include scheduling, keeping track of volunteer time/dollars earned and spent.
9) Provide clarity throughout and after the event planning process on which fundraisers specifically benefit student accounts vs. the general fund, and provide a recap after each fundraiser that clearly outlines budget, expenses, revenue, and distribution of the revenue.
10) Locate and apply for Grants on behalf of the band (or work with a grant writer – could be delegated)
11) Provide oversight to individuals who are acting as chairperson for the various fundraisers, including ensuring that fundraising forms are completed and approved by administration, cash boxes are ordered, and that the fundraiser is being planned and executed in a successful manner.

B) The *Digital Media Coordinator* shall:
1) Maintain current email list for band parents in an approved email service system, solicit new email subscriptions
2) Check Board email regularly and direct emails to other Coordinators as required
3) Write, edit and publish bi-monthly (minimum) and special edition Booster News emails using Mailchimp. Collaborate with the Web Coordinator to ensure that information appears on both sources
4) Push frequent social media messages out on the Band Booster Facebook page to promote events, fundraisers and activities of the band
5) Collaborate with the media representative for the high school on ensuring band events appear in the high school's various communication outlets (calendar, website, email and Facebook)
6) Maintain a positive, upbeat tone in all communications
7) Collaborating with the Secretary, ensure that regular meeting notices are posted to the Booster event calendar and website

C) The *Website and Apparel Coordinator* shall:
1) Maintain the OCHS Band Website: ocbandparent.org
    - Maintain the Google calendar with band, booster and other relevant events
    - Upload documents as directed by the Band Director and/or other
    - Add announcements, fundraising events, forms, etc. o Post pictures from band events
    - Take care of (redirect) comments that are posted on the website
    - Liaise with the email/social coordinator to make sure that messaging exists across platforms
2) Apparel Management (collaborates with Student Leaders)
    - Coordinate with Student Leaders & graphic designers to design the annual apparel purchases for the band
    - Oversee the collection of sizes from all performers, Band Director, Boosters and others who order
    - Order and quality check all apparel
    - Distribute apparel as it arrives

D) The *Volunteer Coordinator* shall:
1) Maintain an accurate and up to date list of adult volunteers o Ensure all volunteers have completed their school-based volunteer form
2) Solicit volunteer help for events & fundraisers as needed
3) Actively manage volunteer needs with the Band Director, fundraising coordinator and fundraiser chairs, to include both adult and student volunteers
4) Email the appropriate person the volunteer or chaperone list for an event several days prior to the event
5)Manage volunteer sign-up sheets at every Booster meeting
6)Provide an email or phone reminder to volunteers prior to the event to ensure coverage
7)Provide appropriate recognition via email, phone or other methods to help make sure our volunteers know that they are appreciated

E) The *Uniform Coordinator* shall:
1) Maintain band uniforms (organize, clean, repair)
2) Attend or make provisions for all parades and band trips to make any adjustments, repairs, etc. to band uniforms
3) Be available prior to school concerts to make any adjustments, repairs, etc. to concert apparel
4) Coordinate date and times of performances with Band Director

F) The *Scrip Coordinators* shall:
1) Responsible for the education of band families and other supporters about the Scrip program, including the distribution of updated Scrip forms as needed
2) Manage the monthly collection, processing and distribution of Scrip orders 3) Provide monthly reports of Scrip orders & earnings to the Booster Board, and submit to the Minutes Coordinator for posting in the Agenda

G) The *Alumni Relations Coordinator* shall:
1) Serve as liaison to the alumni of the Band Family to provide news of activities and achievements
2) enlist financial and operational support by the alumni
3) Maintain an alumni directory for communicating by phone, mail and e-mail.

H) The *Membership Coordinator* shall:
1) Be responsible for enlisting new members
2) Arrange for all first-year Booster parents to be matched up with experienced Booster parents.
3) Provide hotline support to all newcomers.
4) Organize and host the Spring incoming freshman orientation