

**Beyer High School**  
1717 Sylvan Ave.  
Modesto, CA 95355  
(209) 576-4354



**Office of the Director**

## **Program Job Description - Color Guard Representative**

**Category:** Parent Volunteer, Committee

**Reports to:** President

**Overseen by:** Band Director

**Works Closely With:** Color Guard Director

**Assisted By:** Booster volunteers as needed

### **Qualifications:**

1. Makes a serious commitment to participate actively in committee work, and stays informed in committee matters.
2. Shows a demonstrated ability to work with students in a positive and professional manner.
3. Accepts assignments willingly and completes them thoroughly and on-time.
4. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
5. Is an active participant in the program's annual evaluation and planning efforts.
6. Participates in fundraising for the organization.
7. Student account current with all fees.

### **General Responsibilities:**

1. Oversee and represent the interests of the Guard to the Executive Board and general booster membership at all meetings.
2. If needed, assist the Director(s) with communication to the color guard students and parents.
3. Help the Color Guard Director coordinate flag sewing during fall and winter seasons.
4. If needed, assist the Blue Crew Chief and help coordinate volunteers for floor painting or prop building.
5. If needed, coordinate chaperones, drivers, haulers and other necessary volunteers for performances and rehearsals.
6. If needed, assist the Director(s) with planning trips and out-of-town performances.
7. Attend and be available to help at all color guard performances in fall and winter season.
  - If unable to attend, arrange for a replacement to assist the staff, students and Director(s).
8. Help the Guard members find assistance for hair, make-up and uniform alterations if needed.
9. Keep the Guard bag supplied and with the Guard at all times, including water for all events.
10. Other duties related to Color Guard as requested by Directors or Executive Board and/or needed by the program.
11. Inform the President or Band Director of all correspondence from parents or students that should be brought to the Executive Board's attention.

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## **Program Job Description - Financial Secretary**

**Category:** Parent Volunteer, Committee

**Reports to:** Treasurer

**Overseen by:** Band Director, President

**Works Closely With:** other Executive Board members, Booster parents

**Assisted By:** Booster volunteers as needed

### **Qualifications:**

1. Makes a serious commitment to participate actively in committee work, and stays informed in committee matters.
2. Shows a demonstrated ability to work with students in a positive and professional manner.
3. Accepts assignments willingly and completes them thoroughly and on-time.
4. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
5. Is an active participant in the program's annual evaluation and planning efforts.
6. Participates in fundraising for the organization.
7. Student account current with all fees.
8. The Treasurer and Financial Secretary position cannot be held by two individuals in the same family or same household, including married and domestic partners.

### **General Responsibilities:**

Assist the Treasurer with the following duties:

1. Attend all Executive Board and Booster General meetings and provide a report. If not able to attend, submit a report so it may be presented at the meetings.
2. Collect and count money from "the box".
3. Make deposits.
4. Write out and issue receipts for money received.
5. Bring any discrepancies to the attention of the Treasurer.
6. Provide financial data to the Treasurer.
7. Assist in verifying fundraising income and expenses including earnings.
8. Assist the Treasurer with general duties as deemed appropriate.
9. Other duties related to finance as requested by Directors or Executive Board and/or needed by the program.
10. Inform the President or Band Director of all correspondence from parents or students that should be brought to the Executive Board's attention.

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## **Program Job Description - Head Chaperone**

**Category:** Parent Volunteer, Committee

**Reports to:** President

**Overseen by:** Band Director

**Works closely with:** other Directors

**Assisted By:** Booster volunteers as needed

### **Qualifications:**

1. Regularly attends Booster General meetings, and attends Booster Board meetings when necessary.
2. Shows a demonstrated ability to work with students in a positive and professional manner.
3. Makes a serious commitment to participate actively in committee work, and stays informed in committee matters.
4. Accepts assignments willingly and completes them thoroughly and on-time.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Participates in fundraising for the organization.
7. Student account current with all fees.

### **General Responsibilities:**

1. Maintain a list of volunteers and coordinate chaperones as needed.
2. Assure current information is in each bus binder before trips.
3. Assure bus binders are retrieved from the band office and given to the senior chaperone on each bus, and then returned to the band office after each trip.
4. Assure first aid back packs are retrieved from the band office and given to the senior chaperone on each bus, and then returned to the band office after each trip.
5. Fill out "chaperone guidelines" for each trip.
6. Other duties related to chaperonage as requested by Directors or Executive Board and/or needed by the program.
7. Inform the President or Band Director of all correspondence from parents or students that should be brought to the Executive Board's attention.

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## **Program Job Description - Hospitality Chairperson**

**Category:** Parent Volunteer, Committee

**Reports to:** VP of Service

**Overseen by:** Band Director, President

**Assisted By:** Booster volunteers as needed

### **Qualifications:**

1. Regularly attends Booster General meetings, and attends Booster Board meetings when necessary.
2. Shows a demonstrated ability to work with students in a positive and professional manner.
3. Makes a serious commitment to participate actively in committee work, and stays informed in committee matters.
4. Accepts assignments willingly and completes them thoroughly and on-time.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Participates in fundraising for the organization.
7. Student account current with all fees.

### **General Responsibilities:**

Assist the VP of Service with the following duties:

1. Coordinate donation of food and volunteers for band activities and events.
2. Maintain volunteer and donation sign-up sheets for each event.
3. Recruit volunteers and help solicit donations.
4. Assure the food trailer is kept cleaned and stocked with needed items for each event/trip.
5. Other duties related to hospitality as requested by Directors or Executive Board and/or needed by the program.
6. Inform the President or Band Director of all correspondence from parents or students that should be brought to the Executive Board's attention.

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## **Program Job Description - Newsletter Editor**

**Category:** Parent Volunteer, Committee

**Reports to:** President

**Overseen by:** Band Director

**Works Closely With:** Students, other Directors

**Assisted By:** Band Council members, Booster volunteers as needed

### **Qualifications:**

1. Possesses the language, computer and people skills necessary to produce a quality electronic newsletter containing pictures, articles, interviews, etc.
2. Shows a demonstrated ability to work with students in a positive and professional manner.
3. Regularly attends Booster General meetings, and attends Booster Board meetings when necessary.
4. Makes a serious commitment to participate actively in committee work, and stays informed in committee matters.
5. Accepts assignments willingly and completes them thoroughly and on-time.
6. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
7. Participates in fundraising for the organization.
8. Student account current with all fees.

### **General Responsibilities:**

1. Promote the activities and achievements of the Beyer Band & Color Guard in a positive and exciting manner through the use of a monthly newsletter.
2. Take or obtain photographs of events to include in the newsletter.
3. Interview various students and staff members to promote the band in a positive and uplifting manner from the students' point of view.
4. Recruit help from the Band Council as needed.
5. Other duties related to the newsletter as requested by Directors or Executive Board and/or needed by the program.
6. Inform the President or Band Director of all correspondence from parents or students that should be brought to the Executive Board's attention.

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## **Program Job Description - Percussion Representative**

**Category:** Parent Volunteer, Committee

**Reports to:** President

**Overseen by:** Band Director

**Works Closely With:** Percussion Director, other Directors

**Assisted By:** Booster volunteers as needed

### **Qualifications:**

1. Makes a serious commitment to participate actively in committee work, and stays informed in committee matters.
2. Shows a demonstrated ability to work with students in a positive and professional manner.
3. Accepts assignments willingly and completes them thoroughly and on-time.
4. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
5. Is an active participant in the program's annual evaluation and planning efforts.
6. Participates in fundraising for the organization.
7. Student account current with all fees.

### **General Responsibilities:**

1. Oversee and represent the interests of the Percussion section to the Executive Board and general booster membership at all meetings.
2. If needed, assist the Director(s) with communication to the percussion students and parents.
3. If needed, assist the Blue Crew Chief and help coordinate volunteers for floor painting or prop building.
4. If needed, assist the Director(s) with planning trips and out-of-town performances.
5. Attend and be available to help at all percussion performances in fall and winter season.
  - If unable to attend, arrange for a replacement to assist the staff, students and Director(s).
6. Other duties related to Percussion as requested by Directors or Executive Board and/or needed by the program.
7. Inform the President or Band Director of all correspondence from parents or students that should be brought to the Executive Board's attention.

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## **Program Job Description - Publicity/Historian Chairperson**

**Category:** Parent Volunteer, Committee

**Reports to:** President

**Overseen by:** Band Director

**Works Closely With:** other Directors

**Assisted By:** Booster volunteers as needed

### **Qualifications:**

1. Regularly attends Booster General meetings, and attends Booster Board meetings when necessary.
2. Shows a demonstrated ability to work with students in a positive and professional manner.
3. Makes a serious commitment to participate actively in committee work, and stays informed in committee matters.
4. Accepts assignments willingly and completes them thoroughly and on-time.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Participates in fundraising for the organization.
7. Student account current with all fees.

### **General Responsibilities:**

1. Be responsible for publicizing events and activities of the band and boosters by means of press, radio, TV or such other media as are available.
2. Maintain a collection of memorabilia for historical reference purposes.
3. Turn in an annual report at the end of the school year.
4. Recruit help from the Band Council Publicity/Historian position as needed.
5. Other duties related to publicity or program history as requested by Directors or Executive Board and/or needed by the program.
6. Inform the President or Band Director of all correspondence from parents or students that should be brought to the Executive Board's attention.

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## **Program Job Description - Recycling Chairperson**

**Category:** Parent Volunteer, Committee

**Reports to:** VP of Service

**Overseen by:** Band Director

**Assisted By:** Booster volunteers as needed

### **Qualifications:**

1. Regularly attends Booster General meetings, and attends Booster Board meetings when necessary.
2. Shows a demonstrated ability to work with students in a positive and professional manner.
3. Makes a serious commitment to participate actively in committee work, and stays informed in committee matters.
4. Accepts assignments willingly and completes them thoroughly and on-time.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Participates in fundraising for the organization.
7. Student account current with all fees.

### **General Responsibilities:**

1. Maintain the use of recycling containers at all program events and within the music building.
2. Regularly empty containers and deliver any funds raised to "the box".
3. Coordinate with the VP of Service and Hospitality Chairperson to ensure the program is recycling any and all possible goods.
4. Other duties related to recycling as requested by Directors or Executive Board and/or needed by the program.
5. Inform the President or Band Director of all correspondence from parents or students that should be brought to the Executive Board's attention.

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## **Program Job Description - Uniform Chairperson**

**Category:** Parent Volunteer, Committee

**Reports to:** President

**Overseen by:** Band Director

**Assisted By:** Booster volunteers as needed

### **Qualifications:**

1. Regularly attends Booster General meetings, and attends Booster Board meetings when necessary.
2. Shows a demonstrated ability to work with students in a positive and professional manner.
3. Makes a serious commitment to participate actively in committee work, and stays informed in committee matters.
4. Accepts assignments willingly and completes them thoroughly and on-time.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Participates in fundraising for the organization.
7. Student account current with all fees.

### **General Responsibilities:**

1. Ensure all pants and jackets are tagged with their number and hung in numerical order.
2. Ensure each jacket has cross bars and collars attached, preferably with matching cross bar number.
3. Manage and maintain the pant roster and the jacket roster.
  - This lists each piece's size: length, width, etc.
4. Ensure each student owns a pair of shoes, finds a donated pair, or orders a new pair.
  - Coordinate with Band Director and follow up to ensure the order is placed.
5. Size each student for shakos at time of uniform fitting.
6. Hand out a "care" sheet with each uniform.
7. Help students find ways to get hemming done if needed.
8. Coordinate with Blue Crew Chief to set the date and inform students for shoe painting.
9. Count the supply of gloves by color and size to determine any new order needed.
  - Coordinate with Band Director and follow up to ensure the order is placed.
10. Ensure the uniform supply bag is stocked and travels with the band.
11. Facilitate uniform return at end of the school year and inform Director of missing uniforms by student name.
12. Recruit volunteers to help with uniform fitting and uniform return.
13. Other duties related to uniforms as requested by Directors or Executive Board and/or needed by the program.
14. Inform the President or Band Director of all correspondence from parents or students that should be brought to the Executive Board's attention.