

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



Office of the Director

Program Job Description - President

Category: Parent Volunteer, Executive Board (Elected)

Overseen by: Band Director

Works Closely With: other Executive Board members, other Directors

Assisted By: Booster volunteers as needed

Overview:

The President shall preside over Booster General and Executive Board meetings; may call a meeting of the Executive Board or general membership as needed; may sign contracts.

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. Prepare agendas for General Membership and Executive Board meetings.
2. Assist other Executive Board members with their assigned duties.
3. Other duties as requested by Directors or Executive Board and/or needed by the program.
4. Inform the Executive Board of all correspondence from parents or students that should be discussed or will require a vote.

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Office of the Director

Program Job Description - VP of Service

Category: Parent Volunteer, Executive Board (Elected)

Reports to: President

Overseen by: Band Director

Works Closely With: other Executive Board members, other Directors

Assisted By: Hospitality Chair, Booster volunteers as needed

Overview:

The VP of Service may preside in the absence of the President; shall be responsible for the conduct and management of all non-fundraising activities.

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. 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. Coordinate donation of food and volunteers for band activities and events.
3. Create and maintain volunteer and donation sign-up sheets for each event.
4. Recruit volunteers and help solicit donations for events.
5. Assure the food trailer is kept cleaned and stocked with needed items for each event/trip.
6. Other duties related to service as requested by Directors or Executive Board and/or needed by the program.
7. Inform the Executive Board of all correspondence from parents or students that should be discussed or will require a vote.

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Office of the Director

The PATRIOTS
Colonial Marching Band & Color Guard

Program Job Description - VP of Fundraising

Category: Parent Volunteer, Executive Board (Elected)

Reports to: President

Overseen by: Band Director

Works Closely With: other Executive Board members, other Directors

Assisted By: Booster volunteers as needed

Overview:

The VP of Fundraising may preside in the absence of the President; shall be responsible for the conduct and management of all fundraising activities.

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. 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. Maintain a list of volunteers to assist in each fundraising event.
3. Maintain all sign up sheets for fundraising events.
4. Turn in all fundraising money within 1 or 2 days.
5. Keep an accurate list of all student fundraising money.
6. Inform the Secretary of any and all donations so a thank you letter can be sent.
7. Other duties related to fundraising as requested by Directors or Executive Board and/or needed by the program.
8. Inform the Executive Board of all correspondence from parents or students that should be discussed or will require a vote.

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Office of the Director

Program Job Description - Treasurer

Category: Parent Volunteer, Executive Board (Elected)

Reports to: President

Overseen by: Band Director

Works Closely With: other Executive Board members, other Directors

Assisted By: Financial Secretary, Booster volunteers as needed

Overview:

1. Shall be responsible for the accounting of all payments, fees, monetary donations and revenues collected.
2. Will be responsible for the payment and reimbursement on purchases made.
3. Ensures that the current year's books are available for independent audit and closed out by August 15th.
4. Ensures that the annual non-profit tax filing, as required by the IRS, takes place on or before the established deadline of November 15.

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. 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"; Make deposits; Write out and issue receipts for money received.
3. Assure data entry is current into *Charms*, and provide monthly student account statements.
4. Upon request, report to the Board on key financial events, trends, concerns and assessment of fiscal health.
5. Be responsible for verifying fundraising income and expenses including earnings.
6. Inform the Secretary of any and all donations so a thank you letter can be sent.
7. Other duties of a financial nature as requested by Director or Executive Board and/or needed by the program.
8. Inform the Executive Board of all correspondence from parents or students that should be discussed or will require a vote.

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Office of the Director

Program Job Description - Secretary

Category: Parent Volunteer, Executive Board (Elected)

Reports to: President

Overseen by: Band Director

Works Closely With: other Executive Board members

Overview:

The Secretary shall record the minutes of all proceedings at the Executive Board and Booster General meetings; shall be prepared to read on call, the record of any business from previous meetings; shall answer any correspondence as assigned.

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. Attend all Booster General and Executive Board meetings. If not able to attend, arrange for another Executive Board member to take the minutes.
2. Ensure minutes are made available and posted to beyerband.org website within 7 days after each meeting.
3. Ensure copies of agendas and minutes from the previous meeting are available at each meeting.
4. Mail or email thank you letters for donations.
5. Recruit volunteers and help solicit donations for events.
6. Other duties of an administrative nature as requested by Directors or Executive Board and/or needed by the program.
7. Inform the Executive Board of all correspondence from parents or students that should be discussed or will require a vote.

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Office of the Director

Program Job Description - Blue Crew Chief

Category: Parent Volunteer, Executive Board (Elected)

Reports to: President

Overseen by: Band Director

Works Closely With: other Executive Board members, other Directors

Assisted By: Hospitality Chair, Booster volunteers as needed

Overview:

The Blue Crew Chief is responsible to oversee the needs of vehicles, equipment, props and their transport to needed venues.

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. 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. Coordinate loading, unloading and maintenance/repair of all trailers.
3. In cooperation with designated Director, coordinate the setup and operation of sound system(s).
4. Be responsible for all field striping during marching season.
5. Move the booster BBQ as needed and coordinate its use, plus any necessary maintenance or repair.
6. Coordinate the building, storage and transport of any needed props as directed by Designer/Director.
7. Coordinate painting, transportation and storage of winter season floors.
8. Be responsible for setup and teardown of large fundraisers.
9. Be responsible for the organization and security of booster storage containers.
10. Maintain and coordinate the use of keys and locks to non-school district facilities.
11. Other duties of a physical or logistical nature as requested by Directors or Executive Board and/or needed by the program.
12. Inform the Executive Board of all correspondence from parents or students that should be discussed or will require a vote.

last updated: Monday, May 10, 2010