

# Wolverine Band Boosters

## Job Descriptions of Administrative and Operational Officers

DRAFT DATE: November 12, 2021

*The Administrative Officers and the Operational Officers shall constitute the Executive Board.*

### Administrative Officers

#### President

- The President shall be the principal executive officer of the WBB and shall in general supervise and control all of its business and affairs.
- The President shall preside at all meetings of the members and of the Executive Board.
- The President shall serve as the principal representative, ambassador and/or liaison for the WBB.
- The President may sign, with the Secretary and other proper officer of the WBB authorized by the Executive Board, any deeds, mortgages, bonds, contracts, or other instruments which the Executive Board have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Board to some other officer or agent of the WBB.
- In general, the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Board from time to time.
- The President shall chair the scholarship committee process:
  - Organize annual WBB scholarship process for deserving Senior BWHS Band students.
  - Organize the annual summer band camp scholarship process.
  - If the President has a dependent who is a senior band student, the next eligible officer in line shall chair the committee.

#### Executive Vice President

- The Executive Vice President's primary responsibility shall be to oversee the Operational Officers, ensuring their ability to succeed in executing their duties and responsibilities.
- In the absence of the President or in the event of his/her inability or refusal to act, the Executive Vice President shall perform the duties of the President and when so acting shall have all the power of and be subject to all the restrictions upon the President.
- The Executive Vice President shall perform such other duties as may be assigned to him/her from time to time by the President or the Executive Board.
- The Executive Vice President shall delegate responsibility, select chairs, and oversee all special events (ex: Recognition Events, All-Region/All-State Hospitality, Invitationals)

#### Treasurer and Assistant Treasurer

- The Treasurer and Assistant Treasurer are preferred, but not required, to have knowledge of non-profit accounting policies, non-profit tax laws and fiscal record-keeping practices. Neither the Treasurer nor Assistant Treasurer may be employees of Bentonville Public Schools.
- The Treasurer shall perform all duties incident to the office of Treasurer, including the following routine tasks and other such duties as from time to time may be assigned to them by the President or by the Executive Board.
  - Perform regular bookkeeping and administration of applicable financial applications
  - Collection and management all financial receipts and expenses generated by the WBB
  - Presentation of regular and annual financial statements, subject to vote and approval at regularly scheduled general meetings
  - Preparation of an annual report for prior fiscal year and annual operating budget for upcoming fiscal year to be set and approved by the WBB, and sent to the CFO of Bentonville Public Schools

- The Treasurer shall have **primary** charge and custody of all funds, **assets**, and securities of the WBB, shall receive and provide receipts for money due and payable to the WBB from any source whatsoever, and shall deposit all monies in the name of the WBB in such banks, trust companies, or other depositories as shall be selected.
- If required by the Administrative Officers, the Treasurer shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Administrative Officers shall determine.
- The Treasurer shall comply with any requests for an audit by required parties and will provide all relevant information in a timely manner.
- The Assistant Treasurer shall be knowledgeable of all **duties**, records, and practices of the Treasurer. Direct, simultaneous involvement in the Treasurer's responsibilities is not necessary, but awareness of all the Treasurer's responsibilities and **processes** by the Assistant Treasurer must remain current. **The relationship between the Treasurer and Assistant Treasurer should be leveraged to ensure oversight and controls over handling of asset management and financial reporting.**
- In the absence of the Treasurer or in the event of their inability or refusal to act, the Assistant Treasurer shall perform the duties of the Treasurer, and when so acting shall have all the powers of and be subject to all the restrictions upon the Treasurer.

### Secretary

- The Secretary shall keep the minutes of the meetings of the members and of the Executive Board in one or more books provided for that purpose, shall give all notices in accordance with the provisions of the bylaws or as required by law, and shall be custodian of the WBB's records. **The Secretary shall upload a digital copy of the minutes to the Wolverine Band Booster's private online storage drive within 7 days after each meeting and shall inform all Booster officers when it's available.**
- The Secretary **shall maintain a working** register of the postal address, electronic address, and telephone number of each member and **actively manage** the student roster as furnished **by the Directors** to the Secretary and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President of the Executive Board.
- **The Secretary shall keep the Band Booster's official calendar of events and send reminders to all officers of upcoming dates/times.**

## Operational Officers

All operational officers will need to work with the VP of Volunteers to obtain support for their programs, the VP of Communications for advertising, and the Treasurer for financial management.

### Co-Vice President of Student Services

*Objective: Support the overall readiness of band and guard students for performances and travel.*

- Uniforms
  - Manage student uniform sizing, rack organization, and check-out prior to the first performance of the season. Log uniforms into applicable inventory management system.
  - Support students with uniform readiness as needed prior to performances.
  - Coordinate volunteers to wash band/guard uniforms, ensuring parts remain together.
  - Coordinate any uniform maintenance needed to ensure quality garments.
  - Provide and log uniform extras and supply a sewing/repair kit while traveling.
  - Maintain inventory of all uniform parts and organization of the uniform room.
  - Ensure all uniform items are accounted for after the season. Update inventory management system accordingly.

- Student Meals
  - Provide water and coordinate meals and scheduled snack breaks for all students, staff, and volunteers, for all games, performances, and other events (home and away).
  - Replenish paper good items as needed: paper plates, plastic utensils, napkins, etc.
  - Replenish water and snack supply used for snack bins and unscheduled needs.
  - Work with Directors to plan and anticipate headcount and dietary restrictions for meals and snacks.
  - Maintain organization of the Music Library.

## Vice President of Communications

*Objective: Develop and deliver a communication strategy that brings awareness to accomplishments and initiatives of the band program.*

- Manage Communication Channels:
  - Work with board officers to develop and publish communications via emailed newsletters, social media, and the band website.
  - Manage the online band-store and donation function on the band website and work with the Treasurer as needed to ensure proper functionality of online payment platforms.
- Yearbook:
  - Coordinate annual yearbook design concept, creation, editing and approval process, encouraging band student involvement. Ensure the proper delivery and distribution of yearbooks.
- Design and Photography:
  - Support design for digital and print as needed for awareness of events or activities.
  - Ensure there is photography coverage for all events and manage inventory of photos.
  - Oversee **Photographers**:
    - Photograph all events (candid, posed, and action shots) capturing all band students.

## Vice President of Operations

*Objective: Coordinate all transportation and pit-crew logistics for efficiency and ensure quality props/equipment.*

- Oversee **Transportation Manager**:
  - Obtain vehicles for travel needs (not busses)
  - Manage logistics for drivers (primary and backup) for each vehicle
  - Coordinate loading and unloading of vehicles and trailers
  - Maintain trailers and vehicles owned by the band program.
- Oversee **Equipment Build/Repair Manager**:
  - Coordinate the building, repair, and maintenance of performance props and band equipment.
  - Ensure spare parts, tools, and other materials that may be needed are available when traveling.
  - Oversee prop assembly/disassembly at performances.
  - Store all materials properly at the end of the season for potential future use.
- Oversee **Pit-Crew Manager**:
  - Coordinate movement of equipment and props on and off field at performances.
  - Ensure volunteers are assigned duties for all performances.
  - Ensure gas, batteries and cords/cables are available, working, and replenished.

## Vice President of Concessions

*Objective: Oversee schedules, shopping, inventory, and operations to successfully run quality concessions.*

- Coordinate move in/out of concessions at the beginning and end of each season.
- Maintain relationship with Athletics and follow protocols and pricing set for operating concessions.
- Work with the Treasurer or Assistant Treasurer to manage cash and opening/closing registers.
- Oversee **Product Manager**:
  - Order product and supplies as needed from approved vendors.
  - Coordinate product pickup and delivery to the concession stands.
  - Stock the coolers the day before each game.
  - Maintain an accurate inventory of items and manage use-by dates.
- Oversee **Setup/Opening Manager**:
  - Arrive at the concession stand 2-3 hours before the 1<sup>st</sup> shift of volunteers.
  - Start hot food in advance to ensure items are available upon open.
  - Manage opening concessions and assign positions and tasks for 1<sup>st</sup> shift volunteers.
- Oversee **Closing Manager**:
  - Arrive at the concession stand 30 minutes before the 2<sup>nd</sup> shift of volunteers.
  - Support shift transition and assign positions and tasks for 2<sup>nd</sup> shift volunteers.
  - Manage closing concessions, ensuring dishes are completed, machines are cleaned and turned off, floors are swept, and cabinets, coolers and doors are locked.
- Support hospitality needs for special guests and events during off-season (ex: All-Region or All-State).

## Vice President of Fundraising

*Objective: Manage fundraising initiatives to maximize the growth and overall success of the band program.*

- Manage the Sponsorship Program, coordinating details and executing program level elements.
- Solicit donations of funds and material needs to support band program initiatives and student needs.
- Plan, organize and execute all fundraisers supporting Booster initiatives.
- Plan, organize, execute, and work with the directors to support all band student fundraisers.
- Work with the Treasurer and/or Assistant Treasurer to account for transactions, inventory, and funds of all fundraising initiatives.
- Manage Merchandise:
  - Coordinate all merchandising initiatives, such as spirit wear, working with vendors.
  - Work with directors to ensure proper delivery and distribution of items.
  - Work with the VP of Communications to manage inventory in the online band store.

## Vice President of Volunteers

*Objective: Recruit adequate support to ensure the wellness of students and a high functioning band program.*

- Recruit volunteers for all events and functions as needed by board officers for all support needs.
- Maintain all volunteer sign-in sheets. Provide all VAP sign-in sheets to a designated Walmart project lead. Ensure printed sign-in sheets are made available for all volunteer events.
- Ensure an adequate number of chaperones sign up for the season and complete background checks.
- Replenish wellness rack in the Music Library as needed with first aid items and other supplies.
- Work with Directors to create an accurate bus list for all travel events requiring chaperones.
- Coordinate Band Camp Helpers:
  - Ensure at least one parent helper is always available during camp hours.
  - Arrange for tent and cooling stations to be set up each day.

- Ensure a fully stocked chaperone bag and cooler of ice is available.
- Coordinate snacks as needed for students.
- **Oversee *Lead Chaperone*:**
  - Assign chaperones for each travel event and coordinate bus lists.
  - Provide direction to chaperones on roles and responsibilities.
  - Ensure a fully stocked chaperone bag and chaperone badge is provided to each chaperone.
  - Stock the snack bins with snacks and water for each bus for each travel event.
  - Maintain contact with Directors and all bus drivers to support logistics as needed.

## Non-Voting Members

- Band Director
- Assistant Band Director
- Percussion Director
- Color Guard Director
- Drum Majors
- Color Guard Captains

## Non-Voting Operational Managers

- Photographer (Communications)
- Transportation Manager (Operations)
- Build/Repair Manager (Operations)
- Pit-Crew Manager (Operations)
- Product Manager (Concessions)
- Setup/Opening Manager (Concessions)
- Closing Manager (Concessions)
- Lead Chaperone (Volunteers)

## Structure of Responsibilities & Non-Voting Operational Managers

