



GLENDORA HIGH SCHOOL BAND BOOSTERS Supporting the Glendora
High School Tartan Bands and Pageantry P.O. Box 1696, Glendora, CA 91740-6696
Tax ID 237169816

Voting Volunteer Positions Descriptions:
(President & VPs can be co-chairs)

President:

The President shall preside at all meetings of the Club and of the Executive Board. The President shall be a member of all standing committees and support all events such as games, recitals, parades, field shows or special events.

1st VP Travel:

Responsible for arranging for transport of equipment, recruiting, and arranging for drivers, loading, and monitoring trailers and any need for maintenance and repair. Also arranging for student buses to events, if and when not arranged by school / staff. Coordinates with directors and driver parents on all of the above. In the absence of the President, shall assume the duties of that office.

2nd VP Bandorama:

Responsible for leading the Bandorama committee in planning and execution of the large fundraising event in early winter including program, shouts outs, ticket distribution and volunteers.

3rd VP Tournaments:

Responsible for overseeing hosting of tournaments and other special projects.

4th VP Communications:

Work with Co-Presidents, Band Director, Pageantry Director, and band booster board to post information on all platforms the band utilizes including website, Charms and BAND app for entire year (school year).

5th VP Fundraising:

Responsible for planning all fundraising events for the school year, including kickoff summer donation fundraiser, monthly/ bi-monthly dinner night out fundraisers, and all additional fundraising opportunities.

6th VP Jazz Under the Stars:

Responsible for leading the Jazz Under the Stars committee in planning and execution of the fundraising event in early spring including program, ticket distribution, donation auction items and volunteers.

7th VP Sponsorships:

Responsible for all sponsorship solicitations from businesses, corporations, and private entities for the band year, including sponsor packages, Bandorama program sponsors, and other projects as assigned.



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Recording Secretary:

The Recording Secretary shall keep an accurate record of the proceedings of all meetings of the Club and Executive Board, and shall ensure that the minutes of meetings from the previous twelve (12) months are available for reference at all General Booster and Executive Board meetings. The Recording Secretary shall also maintain and make available a current copy of the Club's Bylaws. Archived meeting minutes older than five (5) years shall be given to the Band Director and archived.

Treasurer:

The Treasurer shall receive all monies and deposit them in the name of the Club in a federally insured financial institution approved by the Executive Board. The Treasurer shall pay all bills on approval of the Executive Board, and keep an itemized account of all receipts and disbursements, and shall submit a statement of accounts at each meeting of the Club. All checks shall be signed by any two (2) of the four (4) following officers: President, First Vice President, Second Vice President, and Recording Secretary.

Financial Secretary:

The Financial Secretary shall work closely with the treasurer and provide an itemized listing of receipts, an itemized listing of deposits, and an itemized listing of authorizations for payment.

Corresponding Secretary:

The corresponding Secretary shall handle all necessary correspondence of the Club. The Corresponding Secretary shall also maintain an updated roster of the Club's members. In absence of the Recording Secretary, the Corresponding Secretary shall assume the duties of that office.

Auditor:

The Auditor shall audit the financial records of the Club within sixty (60) days of the end of the Club membership year (June 30) and shall submit a written report to the Club

Parliamentarian:

The Parliamentarian shall attend all meetings of the Club and of the Executive Board and shall give necessary advice in parliamentary procedure as needed and shall call the first meeting of the Nominating Committee to give instruction on procedure.



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Non-Voting Head Volunteer Position Descriptions:
(can be co-lead)

Head Chaperone (BAND):

- Turn in all volunteer paperwork and notify volunteers when they have been cleared for volunteering and the level that they have been cleared for.
- Handout all emergency cards to students and make sure each student has an emergency card on file. Head chaperone will carry a binder with all of the student's emergency cards in it to every event along with the emergency kit.
- Ride the bus to every event making sure that all students are accounted for at all times. • Ensure that students are accompanied by a level 2 volunteer when going to the restroom. • Notify parents via the band app when we depart an event and are in route back to the school so that parents are able to pick up their child accordingly.
- Wait with any students that have not been picked up by a family member/parent until they are picked up.
- must attend all band parties to ensure student's safety.

Head Chaperone (PAGEANTRY): requires working closely with Pageantry Director to maintain a smooth season

- Collect all paperwork, run consumable nights
- work with band head chaperone to order all consumables for guard (shirts, ghillies, gloves, nylons, makeup, street shoes, jazz shoes, and briefs)
- measure for field uniforms, fit uniforms, make sure we have jewelry ready, fit hats for the season • run the band app for parents to keep them informed
- maintain the grooming box, collect supplies for grooming box, bring hats and jewelry for each competition, groom at call time
- ride the bus and in charge of first aid and medication, roll call on trips
- get volunteers to help with all games and competitions
- collect snacks and water
- groom for all assemblies, restock consumables, provide consumables
- run pageantry store for competitions
- make sure the treasurer is informed about new consumables
- maintain and make new buckles and flashings, maintain ribbons, put ribbons in hair and collect them, collect jewelry, and hats each competition, maintain jewelry and hats so ready for each competition
- take uniforms to cleaners once returned, help purchase lace and material as well as transport to seamstress for blouses, vest, and new jackets to be made
- checkout uniforms with contracts as well as collect them



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Uniforms:

- Order accessories for band uniforms. Such as shoes, gloves, etc.
- issue uniforms to all students
- make sure uniforms are pressed/steamed before each performance
- help students with uniforms such as attaching sash, tartan, glengarry, belt etc. • collect uniforms at the end of the season and drop all uniforms off at the dry cleaners

Chuckwagon:

provide and coordinate meals, snacks, and drinks during marching band season to students and staff for all competitions (Street and Field).

Seat Covers:

Places and later removes cloth seat covering for bleachers in designated sections at home football games, awards and after field competitions.

Water Person(s):

Filling water jugs and squeeze bottles with water and ice. Water is needed at street and field practices, where the students can fill up from igloo's and /or when they must stand in place water is brought to them in squeeze bottles. At football games, water is needed at the practice field area, the track where guard rehearses, and in the stands. During competitions, water is needed at base camp, and for parades, pulled behind the band in one or more carts.

Truck Driver(s):

Brings instruments and equipment to performances, requires a volunteer form and an additional truck driver form clearance from the district. Generally, requires ownership of a truck and submission of driver's license and proof of insurance. generally using their own trucks, pulling trailers; However, truck drivers have also in the past been permitted to drive a school box truck.

Street Volunteers:

For parade practices on the street, volunteers are needed to help monitor the intersections and hold flags and traffic signs to guide vehicles to detours around the band practice on the street.

Barricades:

Volunteers to set up and monitor street barricades, consisting of steel rails and reflective wood panels, at intersections so students can practice on the street for parade competitions. This requires at least one person with a truck that can pull the barricade trailer.



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Winter Drumline:

- Ensure that all students have submitted an emergency card and bring the emergency card binder to all events along with the emergency kit.
- Recruit parents to volunteer for winter drumline and make sure that they have appropriate clearance
- Ride the bus to all events to ensure that all students are accounted for at all times • Communicate with drumline parents to let them know when and where events are taking place. • Bring donated water/snacks to all events for students
- Ride the bus to all events making sure that students are accounted for at all times.