

**Black Jobs = Year Long Board Positions; Application required and board appointed**

**Blue Jobs = Year Long Non-Board positions; Applications required**

**Red Jobs = Smaller Time Commitment; email [lakevillesouthbandboosters@gmail.com](mailto:lakevillesouthbandboosters@gmail.com) if interested**

**President** - Responsible for being the face of the Booster Organization. Works closely with the board and the director to help the vision of the organization to come to fruition. Also responsible for creating agendas for board meetings as well as Booster club meetings. Is the liaison between the director and the organization.

**Timeframe:** August 1-July 31 **Time Commitment:** A Couple of Hours a Week

**Treasurer** - Assist the director in any of the following ways: keeping track of student accounts, applying student payments to a variety of places, deposits, writing checks, Scrip, preparing everything to file taxes by Dec 15 each year for the year ending July 31, prepare year end 1099's, prepare a treasurer's report monthly, attend monthly board meetings and any other financial responsibilities.

**Timeframe:** August 1-July 31 **Time Commitment:** A Couple of Hours a Week

**Secretary** - Responsible for correspondence and minutes for Booster meetings. This includes, but is not limited to, meeting minutes (Board and Parent meetings) and letters. Also responsible for another correspondence as requested by Band Director or the Booster Board.

**Timeframe:** August 1-July 31 **Time Commitment:** A Couple of Hours a Month

**Band Liaison/Board Member** - Each Band will be represented on the board. As a board member these people will work with the president and director to carry out the vision of the director.

**Timeframe:** August 1-July 31 **Time Commitment:** A Couple of Hours a Month

**Marching Band Coordinator** - The main contact for the Summer Marching Band Season as well as Fall Marching Band. They will work with the Parade Coordinator, Parent Preview Day Coordinator, End of the Season Picnic Coordinator, Volunteers, the Volunteer Coordinator, as well as the director to make sure that all of the needs of the Summer Marching Band are met. They will also be the main contact for the Fall Marching Band Season. They will work with the Uniform Coordinator, the Friday Night Meals Coordinator, the Candy Table Volunteers, the Volunteer Coordinator, as well as the director to make sure that all of the needs of the Marching Band are met for all Friday Night games including duties on the field, returning instruments to the band room and water for the band during the games. They will also work closely with the director to coordinate the Waseca Marching Classic and any other competitions as well as the meals during summer Fall Marching Band Camp Week. They also work with the uniform coordinator to make sure all kids have the proper uniform for competing.

**Timeframe:** June-October **Time Commitment:** A Few Hours a Week

**Fundraising Coordinator** - Head of a team that will work with all aspects of fundraising for the band. They will coordinate the group fundraising, business fundraising and help with individual accounts fundraising. Will also work with the director, board and volunteer coordinator.

**Timeframe:** August 1-July 31 **Time Commitment:** A Few Hours Each Month

**Special Events Coordinator** - Oversees the logistics of the large band special events. Creates detailed action plans and timelines to deliver great experiences. Coordinates with the volunteer coordinator for SignUp Genius needs. Shares media needs with the media coordinator.

**Timeframe:** August 1-July 31 **Time Commitment:** A Couple of Hours a Week While Planning Events (more on the day of events)

**Media Coordinator** - Responsible for outside media contacts with the band. This includes, but is not limited to, band web and social media presence, concert programs, and press releases. Coordinates with the Band Director and Band Booster President to determine flow of information to outside media (including social media). Oversees the volunteers who work on the website, concert programs, and social media. Makes sure all content is appropriate and timely. Brings any content to Booster Board and Band Director's attention.

**Timeframe:** August 1-July 31 **Time Commitment:** A Few Hours a Month

**Volunteer Coordinator** - Responsible for setting up SignUp Genius postings for volunteers and donations for band events. Also responsible for monitoring to ensure enough volunteers/donations have been signed up for to make the event a success. Also sends out final report to event coordinator of volunteers/donations prior to event.

**Timeframe:** August 1-July 31 **Time Commitment:** About a half hour for each event

**Community Service Coordinator** - The coordinator is responsible for exploring and planning community service activities for the band to participate in. An acceptable amount would be 2 per year.

**Timeframe:** August 1-July 31 **Time Commitment:** A Few Hours

**Apparel Coordinator** - Work with vendor to get order dates specified. Coordinate media blasts to collect orders. Deliver online and other orders to parents/students. Work at various events to help promote clothing sales. Answer any questions and help to solve all band apparel issues.

**Timeframe:** August 1-July 31 **Time Commitment:** About 5 Hours Per Order Session

**Group Fundraising** - Will coordinate our mattress sale and work with the restaurant coordinator to make sure all areas of those big group fundraising project are organized.

**Timeframe:** August 1-July 31 **Time Commitment:** A Few Hours Each Month

**Business Fundraising Coordinator** - Head of a team that will solicit local businesses to donate ads for our concert programs. They would be the contact person for businesses to send their ads to. They would work with the Concert Program Coordinator to get ads published. They would also be responsible for sending thank you notes to businesses that donate ads.

**Timeframe:** August 1-July 31 **Time Commitment:** A Few Hours Each Month

**Concert Programs Coordinator** - Responsible for programs for all concerts. This includes Tailgate & Tunes, Fall, Winter, and Spring Concerts and any other event where Band Director determines a program is desired. Coordinates with Band Director for content including list of music being performed, any program notes, roster of each band, and any other content. Works with Band Booster President for other Booster-related content. Works with Fundraising Coordinator for list of sponsors and any logos needed for any businesses sponsoring the band at the event.

**Timeframe:** August 1-July 31 **Time Commitment:** A Few Hours for Each Concert

**Restaurant Fundraising** - Call various restaurants to set up fundraising opportunities. Work to set the date and then meet and fill out any forms required - mostly done well in advance of event. The goal is one per month depending on band activities. Work with social media coordinator to set up a social media blast about event. Also responsible for working, or finding someone to work the event.

**Timeframe:** August 1-July 31 **Time Commitment:** A Few Hours a Month

**Grant Writing** - Find and write grants for the band. They will work with the director to clearly define the vision of the band so that they can complete the various grants.

**Timeframe:** August 1-July 31 **Time Commitment:** A Few Hours as Needed

**Cub Bagging** - In February the coordinator will schedule Cub bagging events for 1 time per month throughout the year. Monies earned from this will go to individual band accounts. There should be at least one adult present and 4-6 kids working 2 hour shifts. The coordinator should provide items to an adult for the event such as tip jar and poster providing info for the fundraiser..

**Timeframe:** August 1-July 31 (Starting Mainly in February) **Time Commitment:** A Few Hours a Month

**Parade Coordinator** - The coordinator for the parades will work alongside the director to plan how many volunteers (over 21) will be needed for each parade. They will coordinate the coolers being filled and having water bottles ready to go. Will also greet and coordinate volunteers at the parade.

**Timeframe:** June-July **Time Commitment:** A Few Hours for Each Parade

**Parent Preview Day** - The coordinator provides the volunteer coordinator with information as to how many cookies and bottles of water will be needed for the parent (and family) preview day which takes place on the last day of marching band camp right before the parades season starts.

**Timeframe:** June **Time Commitment:** A Couple of Hours

**End of Summer Party** - The coordinator will set up the end of the summer party by reserving the location and planning the event including food, games, and activities. This is a once a year event so most planning takes place prior to that date.

**Timeframe:** July-August **Time Commitment:** A Few Hours

**Band Meals** - Coordinate 5 days of lunches for the Summer Marching Band Camp week. They will make sure there are volunteers to set up, serve and clean up of all meals during Show Band. They will also be responsible for meal pick-up. Coordinate all Friday Night Football Meals. They will make sure there are volunteers to set up, serve and clean up after all meals. They will also be responsible for pick up of the meals.

**Timeframe:** July-October **Time Commitment:** 15-20 Hours

**Uniform Coordinator** - Responsible for distribution of Marching Band Uniforms. They will coordinate volunteers to pass out, size and hem all uniforms. They will also be responsible for maintaining the Google Doc with all uniform sizes and "owners." They will also be responsible for uniform turn in and maintaining the uniform room.

**Timeframe:** July-October **Time Commitment:** 10-15 Hours

**Tailgate and Tunes** - Coordinates the Tailgate and Tunes/Indoor Marching Band Concert Event. Runs the committee that is responsible for this event. Makes sure that all of the needs for the day are met including set up, volunteer needs, food and anything else that is needed to make the event a success.

**Timeframe:** April-October **Time Commitment:** A Couple of Hours a Week (more on the day of event)

**Solo Ensemble** - Coordinate with the choir liaison. Works closely with the Band and Choir directors. Helps with the logistical set up of the day. Works with the volunteer coordinator on needs of the day.  
**Timeframe:** December-January **Time Commitment:** 5-10 Hours of Planning and More Time the Day of the Event

**Big Bang Concert** - Work with the percussion liaison and percussion instructor and director to coordinate and plan the event. Responsible for media coverage and posting signs in the community. Also coordinates and hosts meals during rehearsal.  
**Timeframe:** May **Time Commitment:** 5-10 Hours

**Band Banquet** - TBD We are currently planning our first banquet this year and this position is evolving.  
**Timeframe:** April-May **Time Commitment:** TBD

**Mattress Sale** - Will work with the company that does our mattress sale. Responsible for working with the volunteer coordinator, social media coordinator and volunteers to make sure that the event is a success.  
**Timeframe:** TBD **Time Commitment:** 10-15 Hours

**Frozen Food Fundraiser** - This is planned and executed by the director. The coordinator may be needed in the future. Monies from this fundraiser to individual band accounts.  
**Timeframe:** January-February **Time Commitment:** A Few Hours

**Papa Murphy's Fundraiser** - The coordinator will meet with the Papa Murphy's contact to coordinate when this will take place and for how long, usually in November. Coordinate the distribution and collection of cards. Monies is split between individual band account and band boosters. That decision will be determined each year.  
**Timeframe:** October-December **Time Commitment:** 10-15 Hours Total