



Redwood Viking Band, Inc.

Booster Club

Officers and Chairs Elections



The purpose of this booklet is to be an informative guide to soliciting support for the benefit of Redwood Middle School Viking Band. Redwood Viking Band, Inc. – a 501(c)(3) registered charity ID 81-1594884 - continues to offer support for the marching band program through the contributions of TIME, TALENT and TREASURE of our Pledge Partners (parents). At the annual Spring Parent Meeting, we are required to elect the officers and chairs for the following year’s band program. Below are the positions and their respective “job descriptions” – though not all-inclusive – and a general time management commitment. The band program runs on the power and level of support YOU provide. Please consider serving in a meaningful way.

TIME: Support given by volunteering to serve on the board and/or during key event needs.

TALENT: Using your unique abilities to the benefit of the band program – i.e., baking, trailer towing, accounting, grant writing, just to name a few.

TREASURE: The program runs on the fuel provided by the Pledge Partners (parents) and the fundraising results seen during the program year. Contributions to this program are fully TAX DEDUCTIBLE.

OFFICERS

President

- The president shall be the chief executive officer of the club and shall, subject to the control of the executive board, have general supervision, direction and control of the club.
- Preside at all executive board meetings and general meetings.
- Coordinate booster activities and represent the membership in its interaction with the band director/staff.
- Act as booster representative with school administration, district officials, the director and the public.
- Be an ex-officio member of all the standing committees, and have such other powers and duties as may be prescribed by the executive board.

The vice presidents shall act as aides to the president and shall, in their designated order, perform the duties of the president in the absence or disability of that officer to act.

Vice President, Events

The vice president, events shall:

- In the absence or disability of the president, perform all the duties of the president and, when so acting, shall have the powers of and be subject to the restrictions upon the president.
- Assist the president in representing the band with the school administration, district officials and the public.
- Be a member of all band committees.
- Coordinate band trip and competition/concert committees.
- Have such other powers and duties as may be prescribed by the executive board.

Vice President, Ways and Means

The vice president, ways and means shall:

- Be next in succession to the vice president, events in the absence or disability of the president with the powers and subject to the restrictions upon the president.

- Investigate and propose fund-raising opportunities.
- Coordinate a committee to seek corporate sponsorships, if necessary.
- Be in charge of concert ticket sales.
- Coordinate fundraising chairpersons:
 1. Holiday fundraiser;
 2. Bake sales;
 3. Booster clothing sales; and
 4. Any other fundraising committees or events.

Vice President, Membership

The vice president, membership shall:

- Maintain membership roster.
- Create and distribute Fall Parent Membership Packet; collect all required paperwork for each student/family.

Secretary

The secretary shall:

- Keep a minutes book of board, general and special meetings and perform other duties as assigned, including but not limited to correspondence and maintaining a booster club master calendar.

Treasurer

The treasurer shall:

- Maintain the booster club checkbook, preparing the disbursement checks.
- Deposit and record all funds received by the booster club, maintaining accurate balances in all accounts.
- Receive money with cash verification form.
- Provide cash boxes when necessary.
- Summarize and record all financial transactions in the general ledger.
- Prepare and present a written financial report for executive board and general meetings.
- Assist in the preparation of the annual budget.
- Present the budget at the fall general meeting.
- Coordinate with the auditor.
- Coordinate with tax preparer on annual tax return (if necessary).

Auditor

The auditor shall:

- Be appointed by the president with executive board approval.
- Perform two audits annually.
- Ensure that adequate internal controls or procedures are maintained to ensure adherence to club policies.

CHAIRS/CO-CHAIRS

Technical and Social Media Support

- Post information and photos/videos to various RMS Viking Band social media platforms, like Facebook, Instagram, etc. Time commitment = 10 minutes weekly.
- Create social media campaigns to invite/involve the greater community to support the Viking Band program.
- Manage the Viking Band website - posting updates and managing content.

Communications

- Coordinate with band director and board/committee chairs in sending communications to keep parents and the school community informed.
- Provide clear channels for band families to access and receive information related to band activities.
- Work closely with the technical and social media support chair.

Uniform

- Maintain and manage band uniforms, and record sign-out and sign-in of uniforms in Charms.
- Fit uniforms for all band members.
- Distribute and collect (after finale concert) uniforms.
- Wash, re-tag and sort uniforms in preparation for the new school year.
- Communicate volunteer needs using Charms.

Booster/Alternate Wear Wear

- Hats, sweatshirts, t-shirts, polos, etc. - in charge of helping band families show their band spirit.
- Publish list of booster items available for sale.
- Take orders, collect funds, turn in collected fees to the treasurer, and deliver items throughout the school year.

Shoes

- Measure shoe size of all band members at the beginning of the school year.
- Account for the inventory levels of all new/used band shoes and record in Charms.
- Throughout the school year, place orders as necessary for new shoes from established vendor.
- Working through the band director, distribute ordered items in classes.

Shakos

- Size band members for shakos prior to the first parade.
- Record sign-out and sign-in of shakos in Charms.
- Communicate volunteer needs using Charms.
- Assist with the cleaning of dirty shakos at the end of the school year.

Parade

- The band program participates in 3-4 parades per year (1 in winter and 2-3 in spring); 8 hours per parade.
- Register the band in parades selected by the band director.
- Plan, based on number of students participating in the event, the number of volunteers, consumables and donations needed.

- Coordinate with the transportation chair for buses and trailer driver(s) for the event.
- Prior to each parade, prepare all relevant paperwork for volunteer binders, oversee the consumables and donations – in concert with the parade supplies chair.

Parade Supplies

- Work with the parade chair in ensuring sufficient supplies are available for each parade.

Transportation

- Reserve and manage transportation needs for all band events.

Grants & Matching Funds

- Work with band director and board/committee chairs to identify/explore potential grants for which RMS Viking Band may qualify and pursue as appropriate.
- Research and coordinate with companies that offer matching programs for parent volunteers.

Bake Sales

- Work with the vice president, ways and means in organizing bake sales for various band fundraising events and at concerts.
- Communicate volunteer needs using Charms.

Winter & Finale Concerts

- Assist band director in designing and producing concert programs as well as printing and distributing them to audience members on the day of concert.

Spring Trip

- Working with the band director, with input from the booster board, determine the site of the event.
- Coordinate with the school district representative the need for busing and reserve.
- Create a cost per person estimate and present the information (complete) to the board for approval.
- Create a volunteer page on Charms seeking parent volunteers.
- Present back to the booster board a summary of how the event was successful and where it can be improved in the future (a process improvement report - verbal).

Festival

- The band program participates in at least 2 festivals per school year.
- Work with the band director in determining needs for each festival.
- Seek parent volunteers to fill these needs – including transporting trailer(s).
- Solicit any consumable donations necessary from the general membership via Charms.
- Coordinate with vice president, events all needs, including ticket sales and judge gifts/stipends.

Equipment/Trailer Lead

- Maintain band trailers and equipment.
- Coordinate truck drivers and trucks used to haul band equipment for parades and to other venues such as elementary school visitations.
- Work with volunteers and band members to load and unload band equipment into/out of trailers.

Color Guard

- Work with band director and color guard specialist to promote student involvement.
- Aid vice president, membership with forms distribution and completion by all student members.
- Assist color guard specialist with group needs while at parades/events.