Booster Club Officer Positions:

**Vice President** – responsibilities: Schedule chaperones for all events requiring adult oversight of student activities to include: Football Games, Marching Competitions, Summer Band Lock-in, Band Trips and overnight stays. Assist the President in leading Executive Board meetings as required. Assume the duties of the President in the absence of the President, assist the President as requested, coordinate the medical tent for all rehearsals and perform other duties as requested by the Executive Board.

**Treasurer Elect** – responsibilities: assist the Treasurer in the performance of his/her duties, and perform other duties as requested by the Executive Board. The Treasurer-Elect must be willing to assume the responsibility of Treasurer after one year of service. It is recommended that the Treasurer-Elect have a strong financial and/or accounting background.

**Secretary** – Responsibilities: Take minutes of all Executive Board meetings and General Booster club meetings. Prepare minutes for approval.

Committee Chair Positions:

**Membership Chairperson** – responsible for membership signup, meeting announcement and tracking/reporting volunteer hours.

**Fundraising Chairperson** – responsible for coordinating all Booster Club fundraising projects.

**Travel and Equipment Chairperson** – responsible for trailer maintenance and band equipment maintenance, and responsible for coordinating truck drivers and trucks used to haul band equipment during the marching season. This person works closely with the student loading crew and other volunteers to load and unload the trailer and trucks at football games and marching competitions.

**Uniform Chairperson** – responsible for overseeing the maintenance and upkeep of marching uniforms and concert attire, conduct and coordinate fitting of all Band & Vision attire and costumes, work tirelessly to ensure the Band & Vision Team look awesome at every performance. **This position is taken at this time.**

**Communications & Technology Chair** – responsible for maintaining the Band Booster website in accordance with Leander ISD rules, to include all fundraising and spirit wear sales sites, enable web-streaming of band & vision events, yearly DVD production. Work with other chairs and coordinators to facilitate a seamless online experience.

**Public Relations** – responsible for writing and publishing the Band & Vision story in print and social media.

Coordinator / Deputy Positions:

**Pit Viper Coordinator** – (Part of the Travel and Equipment team) responsible for coordinating all of the on-field volunteers for football games and marching competitions. This person also works closely with the Travel and Equipment chair to coordinate volunteers for loading and unloading the trailer and any trucks.

**Props Coordinator** – (Part of the Travel and Equipment team) responsible for the planning, construction, and maintenance of marching show props.

**Hospitality Deputy** – (Part of the Hospitality team) responsible for planning and executing all food events for the Band and Vision Team. The Deputy Hospitality aids the Chair person in all activities and can back-up the Hospitality Chair when needed. Feeding 300+ people for every Football Game and Marching contest is a huge job requiring a herculean effort by a large team.

**Hydration Deputy** – (Part of the Hospitality team) responsible for planning and executing all hydration events for the Band and Vision Team. This role includes purchasing bottled water, sports drinks, and ice in coordination with the Hospitality chair for selected events.
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**Fall Raffle Coordinator** – (Part of the Fundraising team) responsible for planning and executing the fall raffle campaign where students sell raffle tickets as a fundraising activity.

**Silent Auction Coordinator** – (Part of the Fundraising team) responsible for planning and executing all aspects of the silent auction held at the spring concert event.

**Technology Deputy** – responsible for assisting the Technology chair in maintaining the Band Booster website in accordance with Leander ISD rules, to include all fundraising and spirit wear sales sites, enable web-streaming of band & vision events, yearly DVD production. Work with other chairs and coordinators to facilitate a seamless online experience.

**Deputy Fundraising Chairperson** – responsible assisting the Fundraising chairperson in coordinating all Booster Club fundraising projects.

**Band Aid Coordinator** – Responsible for scheduling all Band Aid volunteers, ensuring all volunteers sign and adhere to the confidentiality agreement, restocking of the medical supplies as throughout the year as required, recommend changes to the Band aid program to the Executive Board as required.

**Mulch Coordinator** – (Part of the Fundraising team) responsible for planning and executing all aspects of the largest fundraiser for the year – selling mulch. This position requires someone with a strong project management background and will require a significant effort from January thru mulch delivery typically in late March-Early April.