

Warren Band Boosters

2018-2019 Open Volunteer Committee Lead/Coordinator Positions

MARCHING SEASON

Uniform/Hat Coordinator (Dawn Tsarपालas / open)

Uniform/Hat Coordinator shall be responsible for maintaining the uniforms of the Marching Band and fulfills the following duties:

- Measure and fit Marching Band students for their uniforms/hats
- Distribute and check in uniforms
- Oversee the cleaning and repair of uniforms
- Maintain an accurate inventory of all components of uniforms (Marching jackets/pants, hats, sashes, T-shirts, shorts, shoes)
- Work with the Treasurer to manage the collection of payments for extra uniform components
- Work with the Executive Board on all uniform related expenses
- Inform the Executive Board and Band Directors when any student fails to return uniform, make payment or loses/damages any portion of uniform
- Inform the Executive Board of any shortages or the need to replace any uniforms

Field Crew Lead (Phil Megginson)

Field Crew Lead shall be responsible for coordinating all aspects of the Field Crew of the Marching Band, including the Pit Crew and Truck Crew, and fulfills the following duties:

- Oversee the cleaning and repair of all Marching Show props and equipment (instruments, ladders, speakers)
- Ensure all Marching Show props and equipment (instruments, ladders, speakers) are brought onto the field for rehearsals and performances/competitions
- Maintain an accurate inventory of all Marching Show props and equipment (instruments, ladders, speakers)
- Assign volunteers to field positions and Truck loading responsibilities
- Maintain Truck lists
- Work with the Executive Board and Band Directors on all Marching Show props and equipment (instruments, ladders, speakers) related expenses
- Inform the Executive Board and Band Directors of any shortages or the need to replace any Marching Show props and equipment (instruments, ladders, speakers)

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YEAR-LONG Positions

Photography Coordinator (open)

Photography Coordinator shall be responsible for coordinating photographers/videographers and fulfills the following duties:

- Ensures photographers/videographers capture marching band, jazz band, concert band performances (and possibly rehearsals)
- Works with the photographers/videographers in the production of the Marching Band DVD
- Coordinates Fill the Drum photographers for Senior Photos
- Coordinates Final Program Senior Photos
- Ensures/Assists/Trains photographers/videographers to upload photos to band website

Restaurant Fundraiser Coordinator (open)

The Restaurant Fundraiser Coordinator shall identify restaurants willing to participate in fundraising activities and shall work directly with the Treasurer. The Restaurant Fundraiser Coordinator shall fulfill the following duties:

- Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration;
- Keep records of sales and submit reports to the Treasurer
- Work with the Executive Board to publicize the fundraisers
- Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts

FALL SEMESTER

Trivia Event Coordinator (open)

The Trivia Event Coordinator shall coordinate the Trivia Event and shall work directly with the Executive Board and shall fulfill the following duties:

- Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration/Band Directors/Village of Gurnee
- Work with the Executive Board to publicize this fundraiser and to maintain current information
- Work with the Vice President to coordinate volunteers to provide staffing, as needed
- Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts