



Memorial Band Parent Association

Board Position Job Descriptions

The following is the list of positions within the Memorial Band Parent Association Board and their associated job descriptions. The descriptions below include, but are not limited to, the needs and responsibilities required to support the Memorial Warrior Band and Color Guard and its Director and teaching/support staff.

PRESIDENT – The President is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside at all meetings of the organization.
- Regularly meet with the designated campus representative regarding booster activities (regularly is defined as monthly at a minimum).
- Resolve problems in the membership.
- Regularly meet with the Treasurer of the organization to review the organization's financial position.
- Select an Officer as the designee to receive bank statements either through the mail at their home address or electronically. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity.
- Schedule an annual audit of records or request an audit if the need should arise during the year.
- Serve as an ex-officio member of all MBPA committees, except the Nominating Committee.
- Other specific duties as outlined in the bylaws of the organization (MBPA).

VICE-PRESIDENT – The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization's activities. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the President to serve.
- Perform administrative functions delegated by the President.
- Other specific duties as outlined in the bylaws of the organization (MBPA).

BOARD SECRETARY – The Secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the MBPA membership. The Secretary must have a thorough knowledge of parliamentary law and MBPA bylaws and ensure the accuracy of meeting minutes. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the MBPA Officers of the Board.
- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing.
- Record all business transacted at any Board meeting or General Membership Meeting in a prescribed format.
- Maintain records of attendance of each member.
- Conduct and report on all correspondence on behalf of the MBPA
- Other specific duties as outlined in the bylaws of the organization (MBPA).

TREASURER – The Treasurer is the authorized custodian of the funds of the association. The Treasurer receives and disburses all monies indicated in the budget and prescribed in the bylaws or as authorized by action of the Association. All persons authorized to handle funds of the Association should be

covered by a fidelity bond in an amount based upon the organization's annual income and determined by the Officers of the Board. The major duties include, but are not limited to the following:

- Serve as chairperson of the Budget and Finance Committee, if prescribed with in the bylaws.
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250.00).
- Present a current financial report including bank statements, bank reconciliations, and financial statements (Income Statement, Balance Sheet) to the Officers of the Board within thirty days of the previous month end. Copies should be available for review by the General Membership within a reasonable timeframe, if requested.
- File current financial reports at the end of each fiscal year with the campus principal/campus bookkeeper.
- Maintain an accurate and detailed account of all monies received and disbursed.
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.
- File sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office.
- File annual IRS form 990, 990-T, 990-N or 990-EZ in a timely manner.
- Submit records to Audit Committee appointed by the organization upon request or at the end of the year.
- Other specific duties as outlined in the bylaws of the organization (MBPA).

PARLIAMENTARIAN – The Parliamentarian shall act as an advisor to the presiding Officer in all matters of Parliamentary procedure. The Parliamentarian must have a thorough knowledge of parliamentary law, the current Frisco Independent School District (FISD) Student Services Booster Club Requirements and Operational Guidelines, and MBPA bylaws. The major duties include, but are not limited to, the following:

- Serve as Chairperson of the Audit Committee, should one be appointed by the Officers of the Board.
- Serve as Chairperson of the Bylaw Committee, should one be appointed by the Officers of the Board.
- Serve as Chairperson of the Nominating Committee, when one is appointed by the Officers of the Board, and create the Board-approved nominee list for all Board positions.

VOLUNTEER COORDINATOR - Develop and implement strategies to recruit volunteers, including parents, alumni, and community members interested in supporting the band program. Coordinate with the band booster organization to promote volunteer opportunities and engage potential volunteers.

- Maintain a database of volunteers, their contact information, skills, and availability.
- Match volunteers to appropriate roles based on their interests, skills, and availability.
- Communicate regularly with volunteers, providing updates on upcoming events, activities, and volunteer opportunities.
- Schedule and coordinate volunteer shifts for events, rehearsals, competitions, fundraisers, and other band-related activities.
- Provide necessary training and resources to volunteers to ensure they are well-prepared for their assigned roles.
- Offer ongoing support and guidance to volunteers, addressing any questions or concerns they may have.
- Foster a positive and inclusive volunteer culture by recognizing and appreciating volunteers' contributions.

- Collaborate with other band booster committee members to coordinate volunteer support for larger events or initiatives.
- Collect feedback from volunteers regarding their experiences and make recommendations for enhancing the volunteer program.
- Recognize outstanding volunteer contributions through various forms of appreciation and acknowledgment.

ASSISTANT TREASURER - This position works closely with the treasurer, booster committee, and band director to ensure accurate financial reporting, compliance with financial policies and regulations, and effective management of funds. The Assistant Treasurer provides support in budgeting, expense tracking, financial transactions, and financial reporting.

- Assist the treasurer in maintaining accurate financial records, including receipts, invoices, and bank statements.
- Help organize and file financial documents, ensuring proper documentation and record retention.
- Collaborate with the treasurer to update and maintain the organization's financial databases or software.
- Assist the treasurer in developing and monitoring the band booster organization's budget.
- Help track and categorize expenses, ensuring they align with the approved budget.
- Work with the treasurer to reconcile financial statements, identifying and addressing any discrepancies.
- Support the treasurer in managing financial transactions, such as deposits, withdrawals, and payments.
- Assist with the collection and recording of funds from fundraisers, events, and membership fees.
- Collaborate with the treasurer to ensure accurate and timely disbursement of funds for approved expenses.
- Assist in the preparation of financial reports for the booster committee, band director, and other stakeholders.
- Help generate regular financial statements, including profit and loss statements, balance sheets, and cash flow statements.
- Collaborate with the treasurer to provide accurate and timely financial updates to the booster committee.
- Assist the treasurer in ensuring compliance with financial policies, regulations, and reporting requirements.
- Help maintain transparency and accountability in financial operations, following internal control procedures.
- Collaborate with the treasurer to facilitate external audits or financial reviews, if required.
- Maintain confidentiality and professionalism in handling financial information and transactions.

SOCIAL MEDIA CHAIRPERSON- The Social Media Chairperson plays a vital role in managing the band program's social media presence and digital communication strategies. This position works closely with the band director, booster committee, volunteers, and band members to create engaging and informative content, grow the band's online following, and enhance communication with the band community and the public. The Social Media Chairperson is responsible for developing social media strategies, managing content creation and scheduling to optimize engagement and reach.

- Develop a content calendar and schedule for consistent and strategic social media posts.

- Create engaging and visually appealing social media content, including posts, images, videos, and stories.
- Coordinate with band members, staff, and volunteers to gather content, such as photos, videos, and testimonials.
- Write compelling captions and descriptions for social media posts, highlighting the band's achievements, events, and activities.
- Utilize graphic design tools or software to create visually appealing graphics or visual elements for social media posts.
- Manage and maintain the band program's presence on various social media platforms, such as Facebook, Instagram, Twitter, YouTube, or TikTok.
- Monitor and respond to comments, messages, and inquiries on social media channels in a timely and professional manner.
- Collaborate with the booster committee and band director to explore and implement new social media platforms or features.
- Collaborate with the booster committee, band director, and other stakeholders to align social media messaging with the band program's goals and initiatives.
- Maintain open lines of communication with band members, parents, and volunteers to gather content and keep them informed of social media updates.

SPIRIT SALES CHAIRPERSON - The Spirit Sales Chairperson plays a crucial role in coordinating and managing the sales of spirit wear, merchandise, and other promotional items to support the band program. This position works closely with the band director, booster committee, volunteers, and vendors to develop and implement strategies for generating revenue through spirit sales. The Spirit Sales Chairperson is responsible for overseeing inventory management, coordinating sales events, and creating a sense of pride and unity within the band community through the promotion of spirit wear and merchandise.

- Source and procure a variety of spirit wear, merchandise, and promotional items.
- Maintain accurate records of inventory levels, restock items as needed, and manage merchandise storage.
- Track sales and revenue generated from spirit sales activities.
- Collaborate with vendors to ensure timely delivery of new inventory and manage relationships with suppliers.
- Organize and coordinate spirit wear sales events, such as pop-up shops, online sales, or merchandise booths at band events.
- Collaborate with the booster committee to determine appropriate pricing, promotions, and sales strategies.
- Manage the band program's online store or e-commerce platform for spirit wear sales.
- Develop and implement strategies to promote spirit wear and merchandise to the band community.
- Work with the band director to incorporate spirit wear and merchandise branding into performances and events.
- Collaborate with the booster committee's treasurer to establish and monitor budgets for spirit sales activities.
- Ensure accurate record-keeping of all sales transactions, including cash receipts, online orders, and revenue tracking.

FIELD AND PROP CREW CHAIRPERSON - This position works closely with the band director, booster committee, volunteers, and staff to ensure the effective setup, maintenance, and transportation of

props and equipment for rehearsals, performances, competitions, and other band activities. The Field and Prop Crew Chairperson oversees the prop crew volunteers, organizes prop-related logistics, and maintains a safe and efficient working environment.

- Collaborate with the band director, show designer, and booster committee to understand the vision and requirements for the band's performance props.
- Coordinate the design, construction, acquisition, and maintenance of props and related equipment.
- Organize prop transportation logistics, including loading, unloading, and storage.
- Develop schedules and timelines for prop setup, teardown, and rehearsals.
- Recruit, train, and coordinate volunteers for the prop crew, ensuring sufficient support for prop-related activities.
- Maintain open lines of communication with volunteers, addressing any questions, concerns, or feedback.
- Oversee the setup and arrangement of props according to the show's specifications and design.
- Coordinate with prop crew volunteers to ensure proper assembly, alignment, and placement of props on the field.
- Develop protocols for prop maintenance and repairs, ensuring props are in good working condition throughout the season.
- Conduct regular inspections of props, identifying and addressing any safety or functionality issues.
- Coordinate transportation logistics for props to and from rehearsals, performances, and competitions.
- Collaborate with the band director, booster committee, and transportation team to ensure timely and secure prop transportation.
- Develop storage plans and procedures for props during the offseason, maintaining organization and protection.
- Establish and enforce safety protocols and guidelines for prop crew volunteers, ensuring a safe working environment.
- Collaborate with the band director and booster committee to address any safety concerns or risk mitigation strategies related to props and field operations.

FUNDRAISING CHAIRPERSON - The Fundraising Chairperson plays a critical role in overseeing and coordinating fundraising efforts to support the financial needs of the band program. This position works closely with the band director, booster committee, volunteers, and stakeholders to develop and implement fundraising strategies, organize fundraising events, and engage the band community in supporting the program's financial goals. The Fundraising Chairperson is responsible for managing fundraising campaigns, cultivating donor relationships, and maximizing revenue to enhance the band program's resources and opportunities.

- Collaborate with the booster committee, band director, and fundraising committee to develop an overall fundraising strategy and goals.
- Research and evaluate various fundraising opportunities and methods to diversify revenue streams.
- Identify and prioritize fundraising campaigns, events, and initiatives that align with the band program's needs and interests.
- Develop an annual fundraising calendar, including timelines, goals, and action plans.
- Fundraising Event Coordination:

- Plan, organize, and execute fundraising events such as concerts, gala dinners, auctions, car washes, or bake sales.
- Cultivate relationships with individual donors, corporate sponsors, local businesses, and community organizations.
- Develop and implement strategies to acknowledge, recognize, and steward donors for their contributions.
- Maintain accurate records of donor information, contributions, and correspondence.
- Collaborate with the booster committee to develop sponsorship packages and benefits for corporate sponsors.
- Coordinate fundraising campaigns, such as online crowdfunding, direct mail appeals, or peer-to-peer fundraising initiatives.
- Leverage technology platforms and social media to maximize reach and effectiveness of fundraising appeals.
- Work closely with the booster committee's treasurer to establish and monitor fundraising budgets and financial goals.
- Ensure accurate record-keeping of all fundraising activities, including donation receipts, event expenses, and revenue tracking.
- Collaborate with the booster committee to ensure compliance with financial reporting requirements and internal controls.

UNIFORM CHAIRPERSON - The Uniform Chairperson plays a vital role in managing the band program's uniform needs and operations. This position is responsible for coordinating the fitting, maintenance, and distribution of uniforms for band members. The Uniform Chairperson works closely with the band director, booster committee, volunteers, and vendors to ensure that band members have properly fitted and well-maintained uniforms for rehearsals, performances, competitions, and other band activities.

- Collaborate with the booster committee, band director, and uniform committee to determine uniform needs, styles, and specifications.
- Establish and maintain an accurate inventory of uniforms, tracking sizes, condition, and any necessary repairs or replacements.
- Organize and conduct uniform fittings for band members, ensuring accurate measurements and proper sizing.
- Coordinate alterations or adjustments to uniforms as needed, working with professional seamstresses or tailors, if required.
- Develop and implement a system for cleaning, storing, and maintaining uniforms in good condition.
- Coordinate cleaning and pressing of uniforms after performances, rehearsals, or competitions.
- Address any necessary repairs or replacements to uniforms, coordinating with vendors, seamstresses, or tailors.
- Organize the distribution of uniforms to band members, ensuring proper record-keeping and accountability.
- Coordinate uniform returns and collection at the end of the season or as needed for repairs or cleaning.
- Maintain clear communication with band members and parents regarding uniform return deadlines and procedures.
- Recruit and schedule volunteers to assist with uniform fittings, alterations, and distribution.

CONCESSIONS CHAIRPERSON - This position works closely with the band director, booster committee, volunteers, and vendors to ensure the successful operation of concessions stands or booths. The

Concessions Chairperson is responsible for coordinating food and beverage sales, overseeing inventory management, and maintaining a high level of customer service. This role helps generate revenue to support the band program and enhance the overall experience for participants and attendees.

- Collaborate with the booster committee, band director, and volunteers to plan the concessions layout, menu, and pricing for each event.
- Coordinate with vendors and suppliers to procure food, beverages, and necessary supplies.
- Develop a schedule and assign volunteers to specific shifts or roles during concessions operations.
- Ensure compliance with local health and safety regulations and obtain any necessary permits or licenses.
- Manage inventory of food, beverages, and supplies, ensuring adequate stock levels for each event.
- Conduct regular inventory checks, track usage, and monitor expiration dates to minimize waste and maximize profitability.
- Coordinate with vendors to restock inventory as needed, ensuring timely deliveries and maintaining positive relationships.
- Oversee the setup and organization of concessions stands or booths, ensuring a clean and appealing display of products.
- Train and supervise volunteers in sales techniques, customer service, and cash handling procedures.
- Implement systems for tracking sales, monitoring revenue, and reconciling cash and credit transactions.
- Recruit, train, and schedule volunteers for concessions operations.
- Provide clear instructions and guidelines to volunteers regarding their roles, responsibilities, and customer service expectations.
- Collaborate with the booster committee to establish pricing and profitability goals for concessions items.
- Collect and deposit cash proceeds from sales, maintaining accurate records and ensuring financial accountability.
- Collaborate with the booster committee's treasurer to track expenses, revenue, and profitability of concessions operations.
- Assist in preparing financial reports or summaries related to concessions activities.

FOOD SERVICE CHAIRPERSON - The Food Service Chairperson plays a crucial role in coordinating and managing the food service operations and concessions for the band program. This position works closely with the band director, booster committee, volunteers, and vendors to ensure the availability of food and refreshments during band events, fundraisers, competitions, and other activities. The Food Service Chairperson is responsible for planning menus, overseeing food preparation and service and managing inventory.

- Collaborate with the booster committee, band director, and volunteers to plan menus for band events, taking into account dietary restrictions, preferences, and budget.
- Source and coordinate the procurement of food and beverage items, ensuring quality, affordability, and compliance with health and safety standards.
- Maintain accurate records of food orders, invoices, and inventory.
- Oversee the preparation and service of food during band events, ensuring high standards of quality, hygiene, and presentation.
- Coordinate the setup and organization of food service areas.

- Manage inventory of food, beverages, and supplies, ensuring adequate stock levels for each event.
- Conduct regular inventory checks and reconcile discrepancies.
- Develop systems for tracking and reporting inventory usage and waste.
- Collaborate with the booster committee to establish budgetary guidelines for food service operations.
- Implement measures to maintain cleanliness and hygiene in food service areas.

GUARD LIASON - This position is responsible for coordinating and supporting the color guard's needs, activities, and events. The Color Guard Liaison collaborates closely with the band director, color guard instructors, booster committee, and color guard members to ensure a successful and cohesive color guard program within the larger band program.

- Serve as the primary point of contact between the color guard section, the band director, and the Band Booster organization.
- Attend band booster meetings, providing updates on color guard-related activities, needs, and achievements.
- Coordinate uniform fittings, alterations, and repairs for color guard members.
- Assist with the inventory, organization, and storage of color guard equipment, ensuring it is in good condition.
- Help color guard members and parents navigate questions, concerns, or rentals related to uniforms and equipment.
- Work with the booster committee to develop fundraising strategies to support the color guard program's needs.
- Assist in organizing and executing fundraising events specifically for the color guard, such as color guard showcases or equipment sponsorships.
- Recruit and coordinate volunteers for color guard events, ensuring sufficient support for performances and other activities.
- Collaborate with the band director and booster committee in promoting color guard events to the larger band community and the public.

CHAPERONE CHAIRPERSON - The Chaperone Chairperson plays a crucial role in ensuring the safety, well-being, and organization of band students during rehearsals, performances, trips, and other band-related activities. This position works closely with the band director, booster committee, and volunteers to coordinate chaperone efforts and establish guidelines and procedures for chaperoning responsibilities. The Chaperone Chairperson serves as a point of contact for chaperones and ensures a positive and supportive environment for both chaperones and band students.

- Collaborate with the booster committee to recruit and retain a pool of dedicated chaperones for band activities.
- Maintain a database of chaperone contact information, availability, and certifications (e.g., CPR, first aid).
- Coordinate and schedule chaperones for rehearsals, performances, trips, and other band activities.
- Collaborate with the band director, booster committee, and event coordinators to determine chaperone needs for specific events.
- Assign chaperones to specific roles and responsibilities, considering their availability, experience, and preferences.

- Provide clear instructions and guidelines to chaperones regarding their duties, expectations, and reporting procedures.
- Collaborate with the band director and booster committee to establish and enforce safety protocols for band activities.
- Ensure chaperones are familiar with emergency procedures, medical information, and any specific student needs or accommodations.
- Provide ongoing support and guidance to chaperones, addressing their questions, concerns, and feedback.
- Ensure chaperones comply with all applicable school, district, and booster organization policies and regulations.
- Maintain accurate records of chaperone participation, including sign-in sheets, attendance, and completed training requirements.
- Work with the booster committee to ensure that all chaperones have completed necessary background checks and clearances as required.

PERCUSSION LIASON - The Percussion Liaison serves as a vital link between the band program's percussion section director, the band director, and the Band Booster organization. This position is responsible for coordinating and supporting the percussion section's needs, activities, and events. The Percussion Liaison collaborates closely with the band director, percussion instructors, booster committee, and percussion students to ensure a successful and cohesive percussion program within the larger band program.

- Serve as the primary point of contact between the percussion section, the band director, and the Band Booster organization.
- Attend band booster meetings, providing updates on percussion-related activities, needs, and achievements.
- Organize and facilitate section-specific activities, such as social events, workshops, or section rehearsals.
- Assist in organizing and executing fundraising events specifically for the percussion section, such as percussion ensemble concerts or instrument sponsorships.
- Recruit and coordinate volunteers for percussion section events, ensuring sufficient support for performances and other activities.
- Collaborate with the band director and booster committee in promoting percussion events to the larger band community and the public.

TECHNOLOGY CHAIRPERSON - Responsible for overseeing and managing the technology needs and initiatives of the band program. The Technology Chairman collaborates with the band director, booster committee members, and volunteers to ensure the effective integration of technology into band activities and manage the band and band Association's website.

- Work closely with the band director and booster committee to assess the band program's technology needs and goals.
- Research and recommend appropriate technology solutions to enhance the band program's efficiency and effectiveness.
- Develop a comprehensive technology plan, outlining short-term and long-term goals for technology integration within the band program.
- Provide technical support and troubleshooting assistance to band members, staff, and volunteers regarding technology-related issues.

- Stay informed about emerging technologies and trends relevant to the band program and provide recommendations for their adoption.

COMMUNICATIONS CHAIRPERSON - This position involves overseeing internal and external communications to promote the band program, maintain strong relationships with members, parents, and the community, and ensure effective information flow. The Communications Chairperson works closely with the band director, booster board, and volunteers to support the overall objectives of the organization.

- Develop and implement a comprehensive communication strategy to effectively reach band members, parents, volunteers, and the community.
- Collaborate with the booster board, Social Media Chairperson and Technology Chairperson to align communication efforts with the organization's goals and objectives.
- Internal Communication:
- Facilitate clear and timely communication within the band booster organization, including board members, committees, and volunteers.
- Maintain open channels of communication to address concerns, questions, and feedback from band members and parents.
- Manage the band booster's emails and newsletters to disseminate information to parents, band members, and the community.
- Collaborate with event committees to create and distribute promotional materials, such as flyers, posters, and online advertisements.
- Coordinate with local businesses, schools, and community organizations to maximize event visibility and participation.
- Leverage various communication channels to raise awareness about band performances, fundraisers, and volunteer opportunities.
- Work closely with the band director, booster board, and other stakeholders to develop key messages and maintain a positive public image for the band program.