**Yukon Band Booster Committee Listing**

**(All positions will work under the guidance of the elected board)**

**Elected Board Positions**

**President**

**-** The president shall preside at all meetings of the association; shall appoint special and standing committees; shall call special meetings of the officers and standing committees to transact business of the Y.B.B.A. between general meetings. The president shall be an ex-officio member of the committees and may appoint an officer to fill any officer vacancies occurring during his/her term of office.

**Vice President**

**-** The vice president shall serve as chairman of the membership committee, and during the absence of the president shall preform all duties of the president.

**Treasurer**

**-** The treasurer shall transfer all funds from special projects to the Yukon Band Booster Association bank account. The treasurer will provide a written financial report and a full statement of financial activities at every general meeting and Executive Committee meeting. The treasurer shall be responsible for assuring all year-end tax returns are properly submitted within the IRS guidelines. The treasurer will assist the assistant treasurer with all duties required for providing and counting the cash for all concessions.

**Assistant Treasurer**

**-** The assistant treasurer will assist the treasurer in providing a written financial report and a full statement of financial activities at every general meeting and Executive Committee meeting. The assistant treasurer will assist the treasurer with all duties required for providing and counting the cash for all concessions.

**Secretary**

**-** The secretary shall keep an accurate record of all proceedings during the regular and special meetings: shall be in charge of contacting all officers informing them of special meetings called by President or Band Director: Be chairman of the publicity committee, provide newspaper information, and keep members informed by preparing and sending the booster letter.

**Appointed Committee Positions**

**Middle School Liaison (MSL)**

-preferred freshman parent to help bridge the gap between middle and the high school band programs.

**Recruiting and Scheduling Coordinator (RSC)**

-This position will be responsible for but not limited to recruiting from our parent volunteer base to run all concessions (Middle School and High School (Middle School will be Football only)) during Football, Basketball and Wrestling. You will work very closely with the Concessions Coordinator to help ensure the staffing needs are met for each function.

**Concessions Coordinator (CC)**

-This position will be responsible to coordinate all activities associated with Concessions.  (Setting-up, Opening, Coordinating with Sub-Coordinators, etc.)  The position will coordinate closely with the Recruiting & Scheduling Coordinator to ensure parent volunteer resources are available to staff each Concessions event adequately.  This position requires the coordinator to work flexible hours including daytime hours as many of the basketball and Wrestling events begin in the early afternoon hours. This coordinator will also be responsible for maintaining inventory at each concession location and providing that information to the Purchasing Coordinator for sourcing new supplies. The Concessions coordinator with board approval may appoint Concession “Sub” Coordinators to manage each individual concession stand. **Sub-Coordinators**

Football-

**Main Concessions Coordinator (MCC)**

The Main Concessions Coordinator will assist the Concession Coordinator with volunteer recruitment and updating and tracking of the inventory.

**Student Concessions Coordinator (SCC)**

The Main Concessions Coordinator will assist the Concession Coordinator with volunteer recruitment and updating and tracking of the inventory.

**Visitor Concessions Coordinator (VCC)**

The Main Concessions Coordinator will assist the Concession Coordinator with volunteer recruitment and updating and tracking of the inventory

Basketball/ Wrestling-

**Main Concessions Coordinator (MCC)**

The Main Concessions Coordinator will assist the Concession Coordinator with volunteer recruitment and updating and tracking of the inventory.

**Visitor Concessions Coordinator (VCC)**

The Main Concessions Coordinator will assist the Concession Coordinator with volunteer recruitment and updating and tracking of the inventory.

**Contest Prep Coordinator (CPC)**

-This position will be responsible for but not limited to coordinating the scheduling of events throughout the contest day. This will include picking up any rental vehicles if necessary, ensuring that the trucks are loaded with the proper supplies for the day’s activities. You will be working with the board members to help arrange lunch and dinner plans and lead the coordination efforts of building the “Band Camp” and tearing it down at the end of the contest. *All boosters in attendance at a contest will be required to assist with the tear down and clean up before proceeding to the stands to watch the finals begin.*

**Purchasing Coordinator (PC)**

-This position will be responsible for but not limited to purchasing all goods needed to effectively manage our Concession operations. This position will also be responsible to ensure deliveries of goods are made to the proper location. The PC will work with the Concession Coordinator on inventory control and rotation. This Coordinator will be provided a membership to Sam’s club to be used on behalf of the Band Boosters and will coordinate any and all purchases though the President, Vice President and Treasurer.

**Pre-Game Coordinator (PGC)**

**-**This position will be responsible for but not limited to reaching out to local restaurants, churches, and private groups etc… to feed the band their pre-game meals. This coordinator will set up and tear down any and all necessary items to complete this task. This coordinator will also have the task in assisting the band with their half time snacks provided by the boosters. This will require the PGC to communicate with the Concession Coordinator and/or the Student Concessions Coordinator to work out best practices and structure.

**Pit-Crew Coordinator (PCC)**

-This position will be responsible for but not limited to helping the band members and directors with moving the Pit equipment on and off the field at all home football games as well as all competitions. This coordinator will be responsible for maintaining all Non-musical pit equipment (i.e.… Music carts, wheels, racks, frames etc… whatever is used by the band and/or color guard to transport their gear). This position will often require you to drive one of the school provided Box trucks or at times a Rental truck so this coordinator should have a clean driving record. CDL preferred but not required.

**Band Prop Coordinator (BPC)**

-This position will be responsible for but not limited to building props when required by the Band Directors. This position may also be responsible to work with the Pit Crew Coordinator on the logistics of transporting and setting the props before the show and taking down and removing them from the field immediately afterwards. This will require that you remain with band at all times during the performances (On the side lines of course).

**Uniform Coordinator (UC)**

-This position will be responsible for but not limited to working with the assistant band directors in checking In and out all uniforms (Marching and Concert). This position may require the ability to sew. At the directors discretion you will be asked to help launder the uniforms from time to time.

**Public Relations (PR)**

-This position will be responsible for but not limited to providing updates via School notes, web page and social media. You will work closely with the secretary to ensure that all information that needs to get to the volunteers is delivered. This position will also be responsible for publishing a monthly newsletter detailing the highlights of what the Boosters are doing and how our contributions are helping the band program. You will be working with the concession coordinator as will on ideas to attract more volunteers. This position may require public speaking during school functions.

**Membership Drive Coordinator (MDC)**

-This position will be responsible for but not limited to working with the band directors and band council members to organize a Booster membership drive. The board will set the price per membership and fundraiser gifts and you will be responsible for tracking memberships and payments. This position will work closely with the Band Directors, the President and Treasurer.

**Band Photography Coordinator (BPC)**

-This position will be responsible for but not limited to being available during all band functions to capture photos of the band, band staff and boosters. The Coordinator will need to provide his/her own photography equipment. The BPC will be working closely with the Public Relations Coordinator to get photos uploaded to our communication sites as soon as possible following all functions. You will have access to the side lines to capture live action shots as well as press box access.

**Graphic Design Coordinator (GDC)**

-This position will be responsible for but not limited to creating graphics for our annual booster T-Shirts, Volunteer T-Shirts any other apparel needs the boosters may have as well as yard signs, car decals etc…. if you can dream it and we make money for the band off of it, then maybe that too!

**Nursing Coordinator (NC)**

-This position will be responsible for but not limited to caring for the band members during band functions (Non-emergent). Medical background required.