

## **Positions that need to be filled for the 2024-2025 Band Season**

**Vice President**—Will assume the role of President in the subsequent year. Assumes the duties of the President if necessary. Coordinate the apparel orders and delivery. Responsible for the primary winter fundraising activity (i.e Soup Supper, Ugly Sundae, Veterans Breakfast, etc...). Prepares to assume the office of President the following year. Manages communications and marketing for Columbus High School Band Boosters including, but not limited to Columbus High School Band Boosters newsletters, email broadcasts, website, bulletin boards, posters, flyers, radio, print, and other media, responsible for publicity in promoting band concerts and appearances, cheerleading, and balloons at marching competition, competition results, band fund-raising activities, band trips, and booster activities, provide and copy video of marching competitions, assist the Executive Board and Band Director in any other activities to create both a positive image of the Band and to enhance communication in the community.

**Recording Secretary**—The recording secretary's job is not time-consuming, but is important. For the most part he/she attends almost all of the monthly booster board meetings and takes notes. He/she types them up and shares them with the president for approval at the following month's meeting. There are examples from the previous year's secretary to look at for ideas on how to format, but it is open to you adjusting if you would like.

**Treasurer**— Develop the Columbus High School Band Boosters annual budget, Deliver any income, receipts, invoices, and other financial documents promptly to the School District of Columbus Foundation, Inc., monitor specific designated funds within the overall assets of Columbus High School Band Boosters and ensure that such funds are used in the intended and appropriate manner, collect and receive all money, present Treasurer's Report at Annual Meeting, request change for Fund-Raising Activities, cooperate with Auditors on Annual Audit, provide President with continual account of income and expenses for budget preparation.

**Media Specialist**—This position is a great one for people that are good at making documents/posters/flyers. He/she is in charge of making the newsletters, advertisements, posters, signs, etc... It is best to be able to attend most monthly meetings and have close communication with the president and band director.

**Percussion Chair**—This position is in charge of communication between the board, band director, percussion director, and percussion parents. Also, he/she is in charge of helping the band director lead the HWAA competition planning in coordination with the Food and Beverage Coordinator.

**Treasurer's Assistant**—This is to help the treasurer with all his/her duties This year he/she would be working with the treasurer to learn how to do this for the following year when he/she would be the treasurer. He/she must work closely with the CPS foundation as all funds go through there. (See above for Treasurer's duties)

**Secretary's Assistant**— Work with the secretary to learn how to take over the position for next year. Take over to record meeting minutes if the Recording Secretary is absent. (See above for Secretary's duties).

**Sponsorship Assistant**—Work with the sponsorship director to learn how to do the position for the next year. The sponsorship director's position is in charge of gathering sponsors (reaching out to prior and new businesses or families to sponsor the band). He/she organizes monthly fundraising nights at businesses, and is in charge of the raffle tickets for CMF. He/she must work closely with the treasurer, band director, and board. Also he/she works with Schieffer Signs to get new logo stickers for the trailer and banner as needed.

**Food and Beverage Director's Assistant**—This position works closely with the Food and Beverage Director to organize band camp snacks, water and popsicles for Columbus Days Parade, concessions for CMF, assist VP and others with concessions for winter fundraising event (currently ice cream and concessions for Jam the Gym in January and HWAA in February). He/she also usually organizes ice cream for the Band Awards event, if an ice cream social is attached to the event. The goal is to train and learn to take over the lead for these events for the following year.

**These are short assistant positions to the Food and Beverage Directors'**

**All of these positions are helpers for the Food and Beverage Directors with these portions of their duties. You can sign up to help with any of the items above AND one or more of these.**

Band camp snack liaisons—help organize and distribute band camp snacks in July/August

Band competition snack/water liaisons—help organize water for all comps and snacks for state

CMF concessions liaisons—help organize and run CMF concession stand

Athletic concessions liaisons—help get volunteers and organize concession stands that are planned and run by the activities director, we just get volunteers to work the stand (one football game and possibly basketball and volleyball games, sometimes one track event)

State team meal liaison—help plan, set up, serve, and clean up a “team meal” for the band at lunch on state band contest day.

Winter fundraiser liaison—help plan, set up, and run the winter fundraiser (currently ice cream and concessions at Jam the Gym in January and HWAA in February)

**If you have questions about any of these positions or think you could help with one, please email the band boosters at:**

**[bandboosters@discoverers.org](mailto:bandboosters@discoverers.org)**

Thanks so much,  
Laura Sprunk (2023-2024 Booster Board President)