



## NCHS Band Booster Volunteer Duties



Volunteer	Duties & Description
<b>Band Banquet Coordinator</b>	<ul style="list-style-type: none"> <li>• Coordinate event (location, decorations, catering) and manages event budget</li> <li>• Ensure proper communication to band families</li> <li>• Provide the band director with a list of those attending</li> </ul>
<b>Chaperone Coordinators</b>	<ul style="list-style-type: none"> <li>• Provide annual training for all chaperones</li> <li>• Schedule chaperones for games, practices, and special events (all game-time volunteers attend the game for free)</li> </ul>
<b>Color Guard Coordinator</b>	<ul style="list-style-type: none"> <li>• Works closely with the color guard director</li> <li>• Assists with auditions, rehearsals, games, and competitions</li> <li>• Maintains communication with color guard families</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Coordinate with band directors to get parent email addresses</li> <li>• Maintain lists as parents' email addresses change</li> <li>• Communicates regularly with band director and booster president</li> <li>• Send monthly communication</li> </ul>
<b>Front Line</b>	<ul style="list-style-type: none"> <li>• Coordinate volunteers to move stands, props, sound and percussion equipment on and off the field during games</li> <li>• Coordinate volunteers to design &amp; build props or other equipment</li> <li>• Coordinates volunteers to load and transport equipment</li> <li>• Coordinate with directors for their pit requirements</li> </ul>
<b>Fund Raising Coordinators</b>	<ul style="list-style-type: none"> <li>• Develop new fund-raising ideas</li> <li>• Coordinates with businesses for sponsored events</li> <li>• Coordinates with VP/Ways &amp; Means for supplies</li> <li>• Recruits volunteers to assist</li> </ul>
<b>Hospitality Coordinators</b>	<ul style="list-style-type: none"> <li>• Coordinate the Family day event at band camp</li> <li>• Coordinate spirit activities including special treats for students</li> <li>• Work closely with the Band Banquet coordinator</li> </ul>
<b>Publicity</b>	<ul style="list-style-type: none"> <li>• Distribute press releases to local papers</li> <li>• Work with NCHS to publicize band news</li> </ul>
<b>Spirit Wear Sales</b>	<ul style="list-style-type: none"> <li>• Manage spirit wear inventory</li> <li>• Use budget money to purchase new spirit wear</li> <li>• Schedule volunteers -8 volunteers working half game shifts per game (all game-time volunteers attend the game for free)</li> </ul>
<b>Uniform Coordinators</b>	<ul style="list-style-type: none"> <li>• Inventory uniforms and plumes</li> <li>• Size and assign uniforms during band camp</li> <li>• Coordinate volunteers to hem and repair uniforms</li> <li>• Organizes volunteers for game check-in/out</li> <li>• Maintain suitcase with extra uniform items</li> <li>• Constantly monitor students to be sure they are ready to perform</li> <li>• Coordinate cleaning of uniforms</li> </ul>
<b>Video</b>	<ul style="list-style-type: none"> <li>• Collects pictures and video to used on band website and for annual band video</li> <li>• Creates video recordings of each performance (when possible)</li> </ul>
<b>Webmaster</b>	<ul style="list-style-type: none"> <li>• Keeps website up to date with input from directors, president &amp; other officers</li> <li>• Maintain calendar (upcoming events and full calendar)</li> <li>• Coordinate web hosting &amp; domain name procurement</li> <li>• Ensure website conforms to accepted policies for privacy and protection</li> </ul>
<b>Welcome Committee</b>	<ul style="list-style-type: none"> <li>• Organize 8<sup>th</sup> grade Band Night event (fall)</li> <li>• Obtain contact list of upcoming freshmen</li> <li>• Coordinate Parent Welcome Meeting (spring)</li> <li>• Mail summer welcome/info letters to entire marching band</li> </ul>

*It takes many volunteers to support the band. Please consider helping in one of these areas. Need more information? Go to our website ([www.nchsband.com](http://www.nchsband.com)) and click on the "Booster Info" link and then click on "Committees". All of our current contact information is listed.*