



THS TIGER BAND BOOSTER CLUB (TBBC) EXECUTIVE BOARD OFFICES

TIGER BAND & GUARD

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The THS TBBC Executive Board consists of the Band Director, President, Vice President, Secretary, Treasurer(s), P/R Manager Chair, and up to three Member-At-Large positions. Each office and the director are afforded one vote. Any office could be shared by two people.

President: The President shall serve as the executive officer of the Booster Club and generally supervise its business and affairs forthwith. The President shall preside at all meetings of the Booster Club, the Executive Board, and shall be a member ex-officio of all committees. The President shall retain the power of appointment and shall perform other duties usually pertaining to the office.

Vice President: The Vice President shall preside in the absence of the President and shall perform the duties of the President if the President is unable or refuses to act. The Vice President shall act as aide to the President and shall perform such other duties from time to time as may be assigned by the President or Executive Board.

Secretary: The Secretary shall record, maintain and make available to any member, upon request, minutes of all meetings of the Booster Club and the Executive Board. The Secretary will conduct all correspondence of the Booster Club and shall perform other duties incident to the office and as delegated by the President or the Executive Board. Meeting minutes shall be distributed to members prior to the next meeting.

Treasurer: The Treasurer shall have custody of all funds in accordance with the article on Finances in the bylaws; to receive and give receipts for moneys due and payable to the Booster Club, deposit all such monies in the name of the Booster Club and disburse the funds of the Booster Club upon the authorization of the Executive Board and the Booster Club. The Treasurer shall keep full and accurate accounts of the funds and shall present a financial statement at each meeting of the Executive Board and at the regular meetings of the Booster Club. The Treasurer shall prepare the financial books for audit at the close of the fiscal year and shall prepare, in conjunction with the Executive Board, an annual budget to be approved by the general membership at the Annual Meeting. The Treasurer will be responsible for preparing and filing all necessary state and federal tax documents. Professional assistance may be sought and budgeted to aid in these duties. The Treasurer shall perform other duties incident to the office and as delegated by the President or the Executive Board. Per the bylaws, the Treasurer office can be filled by two people – 1) accounts payable, 2) accounts receivable. It is helpful (but not required) for an individual to transition from AP to AR over two years.

Public Relations (P/R) Manager Chairperson: The P/R Manager Chairperson shall be responsible for overseeing the implementation, development, growth, and coordination of all fundraising activities approved by the Executive Board and shall perform social media and Publicity relating to fundraising activities and other duties incident to the office and as delegated by the President or the Executive Board.

Member at Large: The Member at Large was created to allow a prospective volunteer an opportunity to observe and participate as a member of the Executive Board with the expectation of running for an Elected Officer's position of their choosing at the end of the school year. Although there are no specific duties assigned to this position, the individual is expected to attend Executive Board and General Meetings and assist Elected Officers in implementing all band related business and activities. Up to three Member at Large can be elected per 1yr term.



THS Tiger Band Booster Club – Committee Chairs

THS TBBC Committees are formed to assist in the specific needs and management of the Booster Club. All committees will consist of the appointed chairperson and all volunteers who are booster club members in good standing. The Chairperson(s) will act as a liaison between their committee, the Executive Board, and the general membership. No committee may spend unbudgeted funds.

Tailgate Committee Chairs: Coordinate with caterer and various local restaurants for food delivery to Travis before games, contests, special events. Use Charms or signup genius to sign up volunteers, make sure supplies are available (plates, utensils, etc.....) (Time period: school year)

Chaperones Chair: Coordinates with director and other volunteers to accompany students at games, contests, and other activities. During games/activities, make sure students are safe and accounted for, report any discipline issues to band directors, help on field during marching show, monitor students on bus, assist other areas if needed like tailgate. (Time period: fall)

Head Roadie: Coordinates with director to arrange transport of band instruments and equipment to all band functions as needed. Help create props for marching show. The functions include football games, marching contests and parades. (Time period: school year)

Uniform Chair: Coordinate with director, U-Crew boss, and other volunteers to make adjustments to uniforms/costumes. Simple sewing knowledge and access to a sewing machine a plus. Wash all uniforms after football/contest season or as needed. (Time period: fall)

Rock-a-thon Chair: Plan and coordinate Rock-a-thon events, timetable, work with director and band leadership for games, solicit food and prize donations from parents through Charms. (Time period: August/last day of band camp)

Photography Chair: Attend games, practices, contests as available to photograph students and upload to current Band website. Perfect for a small group to share the responsibility. (Time period: mainly fall, but also special events and guard if able.)

Sponsorship Chair: Coordinate with director; solicit sponsorships from local businesses using criteria developed with the help of parent volunteers. (Time period: early fall/late spring)

Parent Volunteer/Fundraiser Coordinator: Maintains list of parent volunteers from registration as well as the committees which they chose. Recruit chairpersons/co-chairs for the committees. Keep contact information updated and make it available to the committee chairs. Help coordinate fundraising for the various committees and ensure enough volunteers are available. Email committee chairs/co-chairs reminders for general meetings and other scheduled events. (Time period: school year)

Parent Social Chair: Coordinates with committee members with selection of monthly social events. Contacts businesses to get information about day/time/reservations, if needed, for parent social. Chooses different venues each month; at times may choose a place that allows children/teens to attend (Fulbrook, Einstein's Pub & Arcade, Brahman Winery Brewery to name a few). Contacts the PR person to send out information to parents (Charms or Facebook – Travis Band Parents). (Time period: school year)



Spring Awards Banquet Chair: Coordinates with directors and committee members the annual spring awards banquet. This includes securing a venue, catering, DJ, photography, decorations, awards, and any other activities. As well as communicating updates and ticket sales to band and guard families. (Time period: May)

Fundraising Committees:

Spirit Wear Chair: Coordinate with the director for designs and spirit wear requested, take orders, and use committee volunteers to sort after delivery. (Time period: summer/early fall)

Car Wash Chair: Coordinate with local venues for dates, check on/solicit supply donations, and wash towels after use. Create sign-up sheet for student and parent volunteers. (Time period: 2 per semester, usually beginning just before school starts. Needs 4 Saturday mornings throughout the year)

Silent Auction Chair: Coordinate with committee to solicit donations for auction baskets, fill baskets, set up tables. (Time period: Spring semester for auction date in May)

Poinsettia Plant Chair: Coordinates with director and committee to solicit one business partner to sell poinsettias. Creates order forms, collects, and distributes poinsettias ordered by students. (Time period: November/December)

Spring Plant Fundraiser Chair: Coordinates with director and committee to solicit one business partner to sell gift cards from a nursery. In the past, we have used Enchanted Nursery. Creates order forms, collects money for orders, and distributes cards ordered by students. (Time period: spring)

Pizza Sales Chair: Coordinates with committee members dates of monthly pizza sales. Includes securing vendor and ordering pizzas for sale at all lunches, as well as scheduling volunteers and reporting pizza sale total each month. (Time period: school year)

Spirit Night Chair: Coordinates with committee members to contact restaurants to set up spirit night/day, general 1-2 per month, work with p/r coordinator to post information on Band, FB, email via Charms. Follow up with vendors for payment. (Time period: school year)
