

VIPS BOARD ROLES & RESPONSIBILITIES

These descriptions are not exhaustive job summaries; rather, they provide a general overview of each member's responsibilities. Modifications can be implemented as determined by the board.

PRESIDENT

(See Teresa Panneton for further details)

MAIN RESPONSIBILITIES:

- Attend monthly board meetings (dates, times, location, and duration to be determined by board).
- Attend and present at monthly parent meetings (dates, times, location, and duration to be determined by board).
- Lead a team and an area at all three major fundraising events (VTC, Car Show, and WGAZ).
- Creates agenda and facilitates board meetings.
- Creates agenda/slides and presents at parent meetings.
- Works closely with each board member to support and provide resources as needed for all to be successful.
- Collaborates daily with Band Director to ensure board has information necessary to make informed decisions.
- Work toward long term vision and sustainability.
- Cultivate relationships within school and community.

VICE PRESIDENT

(See Teresa Panneton for further details)

MAIN RESPONSIBILITIES:

- Attend monthly board meetings (dates, times, location, and duration to be determined by board).
- Attend and present at monthly parent meetings (dates, times, location, and duration to be determined by board).
- Lead a team and an area at all three major fundraising events (VTC, Car Show, and WGAZ).
- Works closely with the Paris Fundraising Team as well as all fundraising and sponsorship committees.
- Coordinates Pictures/Senior Banners
- Coordinates Gatorade donation.
- Purchases a water pallet.
- Continually updates systems and procedures in close collaboration with the Records Secretary.

- Manages and organizes “EXTRA” closet and large storage container.
- Manages Prop Building Committee
- Manages t-shirt design.
- Maintains trailer(s) and upkeep (tires, brakes, etc).
- Oversees loading trailer.

TREASURER

(See Vanessa Cowan for further details)

MAIN RESPONSIBILITIES:

- Attend monthly board meetings (dates, times, location, and duration to be determined by board).
- Attend and present at monthly parent meetings (dates, times, location, and duration to be determined by board).
- Lead a team and an area at all three major fundraising events (VTC, Car Show, and WGAZ).
- All things MONEY.
- Keep accurate reports that allow for full transparency for all stakeholders.
- Prepare and send invoices.
- Collect invoices.
- Follow up on unpaid Invoices.
- Stays in close contact with the Band Director and President to ensure that invoices are being paid.
- Counts money at all money making events.
- Prepares Square and cash boxes for all money making events.

RECORDS SECRETARY

(See Liz Schaus for further details)

MAIN RESPONSIBILITIES:

- Attend monthly board meetings (dates, times, location, and duration to be determined by board).
- Attend and present at monthly parent meetings (dates, times, location, and duration to be determined by board).
- Lead a team and an area at all three major fundraising events (VTC, Car Show, and WGAZ)
- Take detailed notes at all meetings.
- Keep all records updated including but not limited to keeping our 5013C status up to date.
- Ordering supplies and materials (ie: senior rings, awards for VTC, and banquet).
- Continually updates Google Drive.

- Maintains and updates contact information.
- Oversees uniform distribution during Band Camp 1.

COMMUNICATION SECRETARY

(See Sara Schweitzer for further details)

MAIN RESPONSIBILITIES:

- Attend monthly board meetings (dates, times, location, and duration to be determined by board))
- Attend and present at monthly parent meetings, also overseeing the virtual component of the meetings (dates, times, location, and duration to be determined by board).
- Lead a team and an area at all three major fundraising events. (VTC, Car Show, and WGAZ)
- Manage the website, ensuring it is up-to-date with current pictures, maintaining the team shop, and regularly updating content.
- Utilize the Band App, social media platforms, and other necessary channels to effectively communicate and keep all stakeholders informed and up-to-date.
- Ordering supplies and materials (ie: uniforms).

VOLUNTEER COORDINATOR

(See Margaret Crivello for further details)

MAIN RESPONSIBILITIES:

- Attend monthly board meetings (dates, times, location, and duration to be determined by board).
- Attend and present at monthly parent meetings (dates, times, location, and duration to be determined by board).
- Lead a team and an area at all three major fundraising events (VTC, Car Show, and WGAZ).
- Building relationships with families/friends to encourage volunteering in a safe and inclusive environment.
- Overseeing Feed The Band (work closely with Lead to ensure staying in compliance).
- Overseeing football games (grandstands ready for band).
- Overseeing concession sales and working closely with the VHS Athletic Director.
- Creating sign ups for large events and informing volunteers of their expectations.
- Securing transportation for instruments, supplies, and props at all away games and competitions.
- Creating welcome opportunities for Band Camp 1.
- Collects and manages Food Handler's Cards.
- Oversees and manages supplies in the VIPS closet.

EVENTS COORDINATOR

(See Jennifer Lipman for further details)

MAIN RESPONSIBILITIES:

- Attend monthly board meetings (dates, times, location, and duration to be determined by board).
- Attend and present at monthly parent meetings. (dates, times, location, and duration to be determined by board).
- Lead a team and an area at all three major fundraising events (VTC, Car Show, and WGAZ).

Oversee the following events and create systems and procedures to ensure all board members

know their role and what is expected within each team. Ultimately the Volunteer Coordinator

***Thinks Big Picture** and then delegates to the board and/or team leads to ensure all aspects of the event run smoothly.*

- o VTC (September or October)
- o Senior Night (November)
- o End of Year Celebration (December)
- o Car Show (January)
- o WGAZ (February or March)
- o Awards Banquet (May)
- o Coordinates Restaurant Nights (Primarily during the fall season, with potential expansion to include the spring).