



Executive Board

President:

This volunteer shall prepare the agenda and preside at all the General Membership meetings and at all Board Meetings. Fill by appointment any vacancies in the Board as they may occur, with such appointments to be approved by the majority of the remaining members of the board. Appoint special committees, (other than the Nominating Committee) and sits on all committees (other than Nominating Committee). If the President should be unable to complete the term of office, the Board shall elect a new President from the existing Board to fill the un-expired term. All Executive Board members are responsible for working with the Music Directors to structure a working budget to be approved by the Boosters at a General Meeting before the start of the school year. Helps promote open communication with booster members, directors and students as necessary.

Executive Vice President:

This volunteer shall assist the President in whatever way possible, including preside at meetings during the President's absence. Work with the Music Directors to structure a working budget to be approved by the Boosters at a General Meeting before the start of the school year.

Executive Board - Secretary:

This volunteer shall keep a written record of all meetings (minutes). Receive and file all written correspondence and write letters as needed for the Music Boosters as requested by the Board.

Executive Board - Treasurer:

This volunteer shall be responsible for handling and accounting the Music Booster funds with the assistance of the financial secretary and faculty advisors. Shall prepare the annual budgets to be approved by the Board and presented for the membership's approval at the last General Membership meeting in June. Will administer Music Booster bank accounts in a responsible manner and make timely deposits and disbursements. Paying all bills as authorized by the board and only on receipts authorized for payment signed by the appropriate manager and/or Board member responsible for a budget. This shall include bills submitted by advisors, faculty and coaches.



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Ways and Means:

This volunteer shall be responsible for supervising all fund raising activities including but not limited: Booster spirit wear, winter raffle, flower sales, Appointed chairpersons for each fundraising event shall report to W&M Chair and W&M Chair shall clear all decisions with the President prior to making said decisions and assist President and VP's as directed.

Financial Secretary:

Assist the Treasurer with the financial duties; have primary responsibility for tracking and depositing checks/cash and tracking the deposits. Make deposits and provide Treasurer with a detail of the deposits.



Year Round Committees:

Ways and Means:

This committee shall be responsible for supervising all fund raising activities including but not limited: winter raffle/silent auction, general Booster fundraising, and end of the year lei sales. This committee works with the VP of Ways and Means.

Hospitality:

This committee coordinates events throughout the year. They work with the Booster Board, Directors and student leadership to coordinate decorations, volunteers and food donations. Events include:

- Fall Orchestra Concert
- Winter Band Concert
- Winter Orchestra Concert
- Area Clinic
- Area Concert
- Fusion Concert
- Jazz Concert
- Instrumental Music Awards

Volunteer Coordinator:

Solicits, organizes and schedules volunteers for all requested music related activities and events, including but not limited to competitions, festivals, football games, uniform fittings, hospitality events such as concerts and band camp, etc. Uses Booster Sign Up Genius Account.





Marching Band

Band Camp Dinners:

This committee will plan and organize dinners for students for Band Camp (mid-August), including planning, purchasing, serving meals and working with volunteers. This committee works with the Booster Board to decide the schedule and numbers of meals. Also helps determine costs that will need to be collected from students.

Beach Party:

This committee will plan and organize our annual end-of-band camp beach party at the conclusion of Band Camp, including but not limited to creating and distributing flyers, planning and purchasing food, securing beach sites and working with volunteers.

Football Games

- Bleacher Set Up- set out bleacher pads for band to sit on.
- Equipment- Help the band get their equipment onto the field before the game and at half time.

Tuesday Treat Night- Buy, set out and clean up treats at the Tuesday Night Practice

Football Pizza Dinners- Pick up pizzas and bring back to Tesoro and set up for the kids before the football games

Tesoro Field Show

Field Shows

- **Equipment Team:** a team of volunteers are responsible for the loading & transporting of required performance equipment, which includes the transport of any props that are used for the field shows, securing all transportation needs, (U-Haul truck rental), supervision of loading and unloading of trucks at destinations for all music related competitions.
- **Meals Team:** Arrange for food to be picked up and brought to the field shows and solicit donations of sides and desserts. Set up tables, serve and cleanup on site at the field shows.



Ensemble Events:

Volunteers are needed for set up and clean up, food and drink donations and assisting with ticket sales

- Fall Orchestra Concert
- Winter Band Concert
- Winter Orchestra Concert
- Area Clinic
- Area Concert
- Fusion Concert
- Jazz Concert

Special Ensembles:

Winter Drumline

- Volunteers help with: uniforms and fittings, prop maintenance, and pre and post event preparation. They will also accompany the Winter Drumline to all events and help with the loading/unloading of the trucks. They help to coordinate food/drinks on competition days.

Winter Colorguard:

- Volunteers help with: uniforms and fittings, prop maintenance, and pre and post event preparation. They will also accompany the Winter Colorguard to all events and help.

Keep an eye out throughout the season for Sign Up Genius links to volunteer and get involved!

If you have any questions, please contact Booster President Kari Ruskin at tesorohsmusic@gmail.com or at 714-745-2561