

Officer Positions

President

The President shall preside at all Annual, Regular and Executive Board meetings of the BBOHS, appoint committees and serve as an ex-officio member of all committees, except the nominating committee. The President shall perform such other duties as may be prescribed in these By-Laws or assigned by the BBOHS and shall coordinate the work of the officers and committees in order to fulfill the Objectives of the BBOHS. Upon assuming office, the President shall designate a Vice-President to act in his/her stead should the President be unable to carry out the duties of the office.

Vice President

The Vice-Presidents shall assist the President. The Vice-President designated under Article V, Section 6 (a) shall assume all such duties in the absence of the President. Any procedural disputes shall be resolved by referral to Roberts Rules of Order (See Article X), moderated by a designated Vice-President.

Vice President/Charms Administration

The Vice-President/Charms Administration, in addition to the duties of the Vice-President defined above, will be responsible for sending BBOHS emails via Charms.

Secretary

The Secretary shall keep the records and minutes of all Annual, Regular and Board Meetings and be responsible for correspondence.

Treasurer

The Treasurer shall maintain the books and records of all BBOHS financial activities, shall be responsible for reporting financial information to the BBOHS members and shall be bonded through the means of an adequate fidelity bond.

Chair Positions

Assistant to Director

The Assistant to Director works closely with the band director to produce the plaques and awards given out throughout the school year as needed. (The majority of these awards are awarded at the end of the school year.). The majority of the process takes place in the month of May. The Assistant to Director takes care of getting the engraving completed with an outsourced vendor.

The Assistant to Director collects the names of the recipients from a form submitted by the parent, student or band director. Assistant to Director takes care of making sure the form is available on the BBOHS website. The Assistant to Director is tasked with keeping track of inventory and ordering items needed.

Athletic Booster Liaison

The Athletic Booster Liaison attends the Oakton High High School Athletic Booster meetings and reports activities pertinent to the band to the Band Boosters. The Athletic Booster Liaison is a member of the Band Booster Executive Board.

Communications Equipment

The Communications Equipment Chair is responsible for the purchase and maintenance of the communications equipment for the band. The Communications Equipment chair handles distribution of radios at band events. The Communications Equipment Chair is a member of the Band Booster Executive Board.

Equipment & Pit Crew

Booster volunteers (men and women) are needed to move the Marching Band Front Ensemble (percussion/pit) equipment on and off the field during half time and competitions. The Pit Crew also transports, loads, and unloads the percussion equipment as well as larger instruments onto a rental truck for Marching Band away events.

The Pit Crew Committee Chair is a member of the Band Boosters Executive Board, coordinates scheduling with the Director and Head Chaperone, arranges the equipment truck rental, and oversees scheduling of drivers and all aspects of moving band equipment.

Pit Crew members are requested to come to as many events as they are able; commitment for all events is not necessary. For football games, members arrive prior to the game to prepare the pit instruments for the half time show. Once everything is put away following the halftime show, members join their family and friends in the stands for the remainder of the game. On competition days, help is needed loading and unloading the truck at the school as well as the competition site.

Fundraising

This committee coordinates several fundraisers throughout the year to support all band programs. The more successful we are in each fundraiser, the more the Boosters can support the bands and keep student costs to a minimum.

The Fundraising Committee Chair helps oversee all fundraisers throughout the year and is a member of the Band Boosters Executive Board. Parent volunteers are needed to run individual fundraisers. Some of these fundraisers have their own Chair, which is indicated in the list below. Annual Fundraising activities include:

- **Tag Day Chair** - The Tag Day Chair is a member of the Band Boosters Executive Board. Tag Day is our biggest annual fundraiser! Thousands of dollars are needed each year to run a complete music program. With budget cuts, Tag Day donations from our community are needed to support the music programs. All band, guard and choir members raise money by collecting donations door to door in neighborhoods within the Oakton High School boundaries. Tag Day is usually scheduled the first Saturday in September starting at 8am and lasting until mid-afternoon. This is a big job and takes ALL of our students and parents to be a success. The Tag Day Chair will publish Tag Day flyers, secure volunteers via an online sign up tool, organize route information materials, communicate

- importance of 100% participation and oversee the flow of events of many moving parts. Volunteers will need to be recruited for paperwork compilation, supply purchasing, check-in, uniforms, accounting, hospitality, drivers, collectors etc..
- **Car Washes** (Funds support Band Council) – Car washes are held on three separate dates in late summer before the start of band camp at several locations in the community. Parent Coordinators are needed to supervise the event as well as monitor band students during hourly shifts.
 - **Spirit Wear Chair** - The Spirit Wear Chair is a member of the Band Boosters Executive Board. The Spirit Wear Chair helps friends and families show their support of the Band programs by working with vendors to make available a variety of Spirit Wear including hats, sweatshirts, t-shirts, car decals etc. This volunteer will take orders, collect funds, turn in fees collected to the Band Booster Treasurer and deliver items. This Spirit Wear will seek volunteers to help sell spirit wear at Cougar Kickoff, all home football games, concerts and other venues that may be identified.
 - **White House Ornaments Chair** - The White House Ornaments Chair is a member of the Band Boosters Executive Board.
 - **Citrus Sales Chair** – The Citrus Sales Chair is a member of the Band Boosters Executive Board. Sales are held from October through March. Band students sell fresh citrus products that are delivered once a month from October through March. Parent Coordinators are needed to liaise with the vendors for product and scheduling, tally the orders, as well as place the order with the vendor. Additional parent volunteers are needed to unload the truck when the products arrive and to help distribute orders.
 - **Poinsettia Sales** – Each December the Winter Concert stage is decked with Poinsettias purchased by parents of band students. Volunteers are needed to solicit orders from band families, obtain dedications from families for the concert program, and purchasing the plants. After the concert, families bring the plants they purchased home with them.
 - **Photo Buttons** – All Marching Band members will have their photos taken at the beginning of the marching season. Volunteers are needed to create photo buttons with these photos and selling the buttons to family members.

Governance Board Member

The Governance Board Member shall be appointed by the President, subject to approval by a majority of the Executive Board. The Governance Board Member will serve as an active member of the Executive Board but will serve in no other official BBOHS capacity. The Governance Board Member's role is to provide oversight and objective perspective to the BBOHS officers and the BBOHS Executive Board.

Guard Liaison

The Guard Liaison is a parent guard member who serves as the liaison between Color Guard and the Band Booster Executive Board to provide the unique perspective of the Color Guard and to ensure the Color Guard and coach are aware of events and any issues from the Band Booster Executive Board. You must be able to attend most, if not all,

Booster meetings. The Guard Liaison is a member of the Band Boosters Executive Board.

This parent also provides logistical support for the Color Guard during football games and competitions—securing guard belongings while they're on the field, helping to carry flags and equipment; and helping with emergency costume repairs (Color Guard students are responsible for maintaining and repairing the flags and equipment, as well as stocking an emergency repair kit). This commitment takes approximately 30 minutes during football games and an hour for competitions. These can all be shared among all Color Guard parents!

Head Chaperone

The Head Chaperone works with the Director to identify needs for chaperones for all band activities including Marching Band competitions, home and away football games, Spring Trip, State Assessments, concerts and the graduation performance. The Head Chaperone is a member of the Band Boosters Executive Board. The Head Chaperone recruits volunteers and provides instructions for each event.

Booster volunteers are needed to chaperone the band for these events. Band students cannot travel to events without chaperones. FCPS requires a chaperone for every ten students each time the band boards a bus for travel. Chaperones assist the Director to ensure the safety and well-being of all band students, as well as monitoring student behavior. The chaperones take attendance on the buses and are responsible for first aid kits - when needed. Chaperones also make sure that a member of the band staff (or another FCPS employee) has the student medical forms notebook in case of an injury or emergency. Additionally, chaperones assist with uniforms when needed and carry extra supplies. The Head Chaperone provides specific guidelines for each activity as details vary for each activity.

Hospitality Chair

The Hospitality Chair oversees all events and works with volunteers to organize social events, provide food and snacks for certain Marching Band events and competitions, for Concert bands on assessment days, and organizes Marching Band Senior Night. There could be special events that come up during the school year that need support, at the direction of the Band Director. Being part of this committee is a great way to meet the band students; and they love those who feed them!

The Hospitality Chair is a member of the Band Boosters Executive Board. During marching band season, it can take about 3 hours per week to get everything organized.

Parent Volunteers can take responsibility for individual events. We always need volunteers to set up, serve food, and clean up at each event. It's a great way to meet other band parents and get to know our band kids, and we have a great time!

Jammin' Oakton

The Jammin' Oakton Chair works with the Director and Hospitality Chair to set up the Oakton Jazz band event and to provide food and beverages for the event. Parent volunteers are needed to sell food and beverages as well as selling raffle tickets.

Oakton Classic

The Oakton Classic Chair works with the Director to set the date for the event, develop draft budget, obtain judges and exhibition band. The Oakton Classic chair is a member of the Band Booster Executive Board. This all hands on deck event needs the entire band and their families to make this a successful event. The Oakton Classic chair is responsible for recruiting committee chairs and volunteers.

Photography & Media (Includes Senior Photos)

The Photography and Media Chair oversees all events and works with volunteers to provide photography and video taping services at all band events. This includes Marching Band competitions, home football games, band concerts or any other events that may arise. The Photography and Media Chair recruits volunteers to put together the Senior slide show at Orkney and the Band Banquet as well as the Senior Photo Collage for Senior Night.

PTSA Liaison

The PTSA Liaison attends the Oakton High High School PTSA meetings and reports activities pertinent to the band to the Band Boosters. The PTSA Liaison is a member of the Band Booster Executive Board.

Uniforms

Adult volunteers are needed to work closely with the band staff to manage and maintain all uniforms associated with the bands. The Uniform Committee Chair is a member of the Band Booster Executive Board and is responsible for organizing the distribution, inventory, cleaning and maintenance of uniforms for the marching band and concert ensembles. This function takes several hours at the beginning of the year to coordinate, work with the Treasurer to purchase uniform parts and pieces, and provide properly fitting attire to the marching band and all concert bands.

This is not a one-person job! Volunteers for the various bands/groups are needed to assist, especially during uniform fittings. This is a great way to connect with the band students and it means a lot to them. Volunteers can provide assistance during any fitting sessions for a few hours. Before performances and competitions, volunteers ensure that each student wears all uniform pieces correctly.

Webmaster

The Webmaster is a member of the Band Booster Executive Board. The Webmaster designs and maintains the website using online software supplied through a hosting company. The Webmaster will coordinate, collect and update material on the website. The Webmaster will maintain email addresses for committee chairs and executive board members. The Webmaster will maintain the online calendar.

Non-Chair Positions

Medical Professional

A licensed Medical Professional is needed at all Marching Band competitions and Spring Trips. This individual may be a doctor, nurse, or an EMT. The medical professional is will render first aid and coordinate care should transport to a medical facility is needed.