

Why Volunteer? The Music Program doesn't work without your help. It's a great group of fun parents and you get to be involved in an important part of your student's high school experience!

If you are interested in volunteering for the SMHS Music Boosters please contact Melissa Salumbides at melissa.salumbides@gmail.com

Boosters Positions and Job Descriptions

Officers of The Board

- **President** - Schedules and chairs monthly Boosters meetings every second Wednesday of the month. Interfaces with Music Directors on programs and budget issues. Proposes and has approved a school year budget that the Boosters will commit to fundraise to. Recruits for Board and committee positions as needed. Represents the Boosters at school events (Back to School Night, 8th Grade Orientation, etc.). Prepares the Boosters quarterly article for the PTO Newsletter, In Contact.
- **President-Elect ****OPEN POSITION****** – Acts as aide to the president and shall perform the duties of the president in the absence or disability of that officer to act. Receives mentoring to fulfill the president position once it has become vacant.
- **Vice President of Ways and Means** – Chairs the Ways and Means committee and secures necessary permits for such activities. Plans and coordinates fundraising proposals at the start of each school year that are required to fulfill the Boosters annual budget. Works with the Board to re-plan budget gaps. Recruits fundraising committee chairs for each fundraiser as needed. Coordinates with chairs as needed throughout the year as fundraisers are planned and executes phases and assists chairs as needed. Monitors fundraising in-flows to ensure budget needs are met.
- **Secretary** - Takes minutes at the monthly Boosters meeting, especially noting budgetary items that were approved and issues the minutes before the next Board meeting. Keeps a copy of the bylaws. Attends to all routine correspondence. Maintains a list of all members. Keeps a file of all recordings, communications and flyers.
- **Treasurer** – Maintains the financial statements and 501c (3) non-profit status of the Boosters. Receives donations and fundraising proceeds for deposits. Pays staffing invoices and reimburses committee expenses via the Boosters checking account per the budget. Reports the financials and comparison to budget at the monthly Boosters meetings. As chair of the budget committee, assists the Board and Music Directors in preparing and approving its annual budget. Receives and reconciles banking statements including the checking account and all CD savings accounts. Ensures taxes are filed. Update Charms for participation donations and trip payments. Provides cash boxes for all events selling tickets or concessions.
- **Parliamentarian** – Provides the members and the Board with training on simple parliamentary procedures; how to state a motion, rules of debate, quorums. Assists the President in meeting preparation, when requested. Advises presiding officer, when requested, on questions of parliamentary procedure. Chairs the bylaws committee and reviews bylaws and standing rules annually.
- **Auditor** - Audits the books and financial records of the organization semiannually. Reconciles the statements with the appropriate financial statements and presents a written report with verification of the accuracy.

Standing Committees

- **Events and Volunteer Coordination** – Coordinates with volunteers (often through Charms) to provide transportation and food, participate in fundraising activities, and other services as required. Collects volunteer forms and provides to committee appropriate chairpersons. Contact person for anyone who wants to volunteer in any capacity.
- **Hospitality**- Coordinates refreshments at performances, concerts, and the Ice Cream Social. *Stay tuned for requests to volunteer, donate, and provide support throughout the year. This is a big task that requires help from the entire organization.*
- **Publicity **OPEN CHAIR POSITION**** – Takes photographs at events and publicizes music activities through external publications. Coordinates publicity volunteer efforts:
 - **Charms Administrator (1 Volunteer Needed)** - Updates Charms annually for current student enrollment, ensure parents sign up at the Ice Cream Social, maintains event calendar, and communicate to students and parents as needed.
 - **Promotions/Media (1-2 Volunteers Needed)** - Creates flyers/programs/posters/t-shirts and coordinates distribution.
 - **Website (1 Volunteer Needed)** - Develops and maintains email lists for all ensembles and communicates with the school's e-list coordinator. Explores new technologies that the Boosters can leverage to be more efficient in its communications and fundraising. Updates and maintains the Boosters website.
 - **Photographer (1-2 Volunteers Needed)** - Takes pictures at music events and posts them to Boosters Facebook group and website throughout the school year.
 - **Videographer (1-2 Volunteers Needed)** - Takes videography at music events and posts online.
 - **Newsletter** – Publicizes the activities, accomplishments, and projects of the music organization, their members and the Boosters.
- **Uniform **OPEN CHAIR POSITION**** – Coordinates the assigning and fitting of marching band uniforms, cleaning in a timely manner, and maintaining inventory of accessories (gloves, plumes hats):
 - **Uniform Coordinators (Marching Band/Guard) (2 - 3 Volunteers Needed)** - Plans uniform activities: volunteer training, organizing the band closet, and stocking supplies.
 - *Band Camp* – Solicits volunteers for uniform fitting and alterations at Band Camp which occurs one weekend in August. Leads the kids in a “How To” maintain their uniforms.
 - *During Season* – Sets up uniform carts and assist with shoe/glove/hair at competitions. Provides incentives for students to put away uniforms neatly and ensures uniforms are put away at the end of competitions.
 - *Post Season* – Arranges for the dry cleaning and return of uniforms (around April).
 - **Uniform Coordinators (Concert Choir/Chamber Singers) (1-2 Volunteers Needed)** - Coordinates the Concert Choir and Chamber Singers uniform fittings in class, alterations, check-out and check-in procedures, and dry cleaning drop off and pick up.

- **Ways and Means (Fundraising Coordinators)** – Coordinates fundraising activities:
 - **Restaurant Nights** - Coordinates with restaurant and publicizes up to 4 restaurant nights each school year and follow-up on payments.
 - **Farmer’s Market pep band (1 Volunteer Needed)** - Coordinates with the Farmer’s Market and Instrumental Music Director on the dates to host this event.
 - **Cookie Dough Fundraiser** -Coordinates logistics, manages tallying of payments, promotes, and communicates with parents and students for this important annual fundraiser.
- **Trip** – Provides logistical support to the Music Director in planning details of trips by the Music Department:
 - **Transportation Coordinator** - Procures buses and trucks for marching band events and band tour needs. Scheduling is done late spring to summer once event dates are set. Confirms with companies on exact times closer to date of event once actual performance times are decided.
 - **Truck Drivers and Pit Crew (1 Volunteer Needed)** - Drives, solicits and coordinates volunteers for the loading and unloading of instruments, sound equipment, and uniforms for the band reviews.
 - **Color Guard Coordinator (1 Volunteer Needed)** - Trains new volunteers on putting up hair, stocks uniform cart with necessary supplies, and assists with hair at competitions.
 - **Trip Coordinator - Instrumental/Guard (1 Volunteer Needed)** - Plans and communicates logistics of band tour each year working with director and treasurer as needed. Communicates trip information to parents, students and chaperones as needed.
 - **Trip Coordinator - Concert Choir/Chamber Singers (1 Volunteer Needed)** - Plans and communicates logistics of choir tour working with director and treasurer as needed. Communicates trip information to parents, students, and chaperones as needed.
- **Liaison – PTA and other Boosters** – Serves as Music Booster liaison with the SMHS PTA and other Boosters organizations:
 - **Jazz Band Parent Liaison** - Works with Instrumental Director and coordinates volunteers and other needs for Jazz at Mateo and other Jazz Band events.
 - **Choir Parent Liaison** - Works with Choir Director, coordinates volunteers, and supports needs for choir concerts.