

BENTONVILLE BAND BOOSTERS

BBB STANDING RULES

Job Descriptions

Chris Wall

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Document lists responsibilities of the Executive Board members and designated appointees.

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

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PRESIDENT

<p>Responsibilities</p>	<ol style="list-style-type: none"> 1. Provide leadership, training, instruction, troubleshooting, encouragement and direction. 2. With the aid of the board, identify nominees for positions according to the by-laws. 3. Serve as primary interface with the directors – liaison between other booster organizations, parents, volunteers and chaperones. 4. Approve all documents and communications from the BBB. 5. Coordinate with Communications VP on eNews and website. 6. Develop agenda, manage time and preside over the Executive Board and general meetings during the year. 7. Determine quorum exists at BBB meetings during voting events. 8. Insure understanding of documented guidelines with all officers and lead role volunteers. 9. Maintain By-laws, Standing Rules, Job Descriptions, Organizational Charts, Volunteer Handbook, Volunteer Code of Conduct, Confidentiality Statement and other documents. 10. Insure all governing documents developed by the BBB are posted to the Parents/Boosters section of the website. 11. Public Relations within the school and local community as requested by directors. 12. Support and coordinate the activities of the officers. 13. Cast tie-breaking vote at all meetings of the BBB. 14. Serve as ex-officio member of all committees. 15. Ensure the policies of the BPS, By-laws, Standing Rules, Volunteer Handbook are adequately communicated and adhered to by the BBB. 16. Make introductions/announcements at concerts and band banquet.
<p>Special Requirements:</p>	<ul style="list-style-type: none"> • Travel with the bands to all events. • Occasional meetings between 8:00am and 5:00pm with directors or other school management. • Availability to BBB for frequent phone and email communication. • Management of confidential information. • Extensive year round volunteer hours not limited to after 5:00pm or weekends.

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Vice President Special Events

Responsibilities	<ol style="list-style-type: none"> 1. Coordination with concessions, fundraising, public relations and operations for execution of events. 2. Coordinate transportation and lodging for judges and other dignitaries associated with special events. 3. Recruitment of large volunteer staff for execution of events. 4. Manage all special events including but not limited to: <ol style="list-style-type: none"> a. DCI show b. Band banquet and dance c. Other events developed by the board 5. Provide timely accounting of volunteer hours to VP of Volunteers. 6. Support the President, Executive Board and Bentonville Band Program in all activities. 7. Oversee managers and provide direction and boundaries to accomplish duties.
Special Requirements:	<ul style="list-style-type: none"> • Extensive volunteer hours not limited to after 5:00pm or weekends. • Availability, as required, by managing director of each special event. • Strong organizational and team building skills
Reports To:	President

Positions Reporting to VP Special Events:

ASBOA Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinates all aspects for hosting clinics at BHS 2. Coordinate volunteers, food needs, tables, signage and booking rooms for judges.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Hospitality skills
Reports To:	VP Special Events

Regional Assessment Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinates all aspects for hosting contests at BHS. 2. Coordinate volunteers, food needs, tables, signage and booking rooms for judges.
Special skills:	<ul style="list-style-type: none"> • Organizational skills

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	<ul style="list-style-type: none"> • Hospitality skills
Reports To:	VP Special Events

All Region Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinates all aspects for hosting clinics at BHS. 2. Coordinate volunteers, food needs, tables, signage and booking rooms for judges.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Hospitality skills
Reports To:	VP Special Events

Banquet Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with VP and Directors to send out information regarding the Banquet, in a timely manner. 2. Recruit assistance as needed. 3. Send out invitations/RSVPs. 4. Coordinate venue, caterer, decorations, videos and events to be held. 5. Obtain authorization for purchases through the VP Special Events must stay within budgeted amounts provided by the Executive Board. 6. Provide timely accounting of volunteers hours to VP Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Team building
Reports To:	VP Special Events

DCI Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Assist VP Special Events to coordinate and manage the DCI NWA Music on the Move event. 2. Provide oversight to coordinators leading fundraising, advertising, volunteers, hospitality and parking.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Team building
Reports To:	VP Special Events

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Vice President Functions/Students

Responsibilities	<ol style="list-style-type: none"> 1. Responsible for coordination of student activities including but not limited to band camp, senior night, banquet, feeds, uniforms, color guard, indoor percussion, competition travel, etc. 2. Report status of on-going and planned activities to the President, Board and general meetings. 3. Submit a budget of anticipated expenses associated with each area to the Board for approval. 4. Oversee managers and provide direction and boundaries to accomplish duties. 5. Provide timely accounting of volunteer hours to VP of Volunteers. 6. Support the President, Executive Board and Bentonville Band Program in all activities.
Special Requirements:	<ul style="list-style-type: none"> • Travel with band to all events. • Extensive volunteer hours not limited to after 5:00pm or weekends. • Extensive communication and coordination with the directors. • Extensive year round volunteer hours not limited to after 5:00pm or weekends. • Strong organizational and team building skills. • Management of confidential information.
Reports To:	President

Positions Reporting to VP Functions/Students:

Band Camp Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Determine feeds (meals, snacks, water) needed for camp through discussion with the Director and VP Functions/Students. 2. Obtain food necessary by donation or purchase. 3. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 4. Recruit assistance as needed. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational and team skills
Reports To:	VP Functions/Students

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Uniform Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate the laundering of uniforms. 2. Possess the necessary equipment to make alterations or repairs to Pride uniforms. 3. Coordinate storage of uniforms. 4. Check out/in of uniforms. 5. Provide list of assigned uniform numbers for each Pride member. 6. Assess proper fit and repair uniforms, as deemed necessary. 7. Provide uniform supplies (gloves, etc) for purchase. 8. Provide timely accounting of volunteer hours to VP of Volunteers. 9. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 10. Recruit assistance as needed. 11. Travel with band to all performances.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Laundry skills
Reports To:	VP Functions/Students

Color Guard Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate the acquisition of uniforms. 2. Coordinate flag design and construction with Directors. 3. Possess the necessary equipment to make alterations or repairs to Pride uniforms. 4. Coordinate storage of uniforms. 5. Check out/in of uniforms. 6. Insure all guard members understand costuming, make-up application and hair styling. 7. Assess proper fit and repair uniforms, as deemed necessary. 8. Provide uniform supplies (gloves, etc) for purchase. 9. Provide timely accounting of volunteer hours to VP of Volunteers. 10. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 11. Recruit volunteers, as needed. 12. Travel with band to all performances.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Sewing and design skills
Reports To:	VP Functions/Students

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Home Game Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Insure water is available during Pride warm-up prior to game and in the stands during the games. 2. Insure students remain in stands and leave only for breaks when accompanied by another student. 3. Distribute and collect plumes to students prior to performance. 4. Provide timely accounting of volunteer hours to VP of Volunteers. 5. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 6. Recruit volunteers, as needed.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Diplomacy skills
Reports To:	VP Functions/Students

Band Feed Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Determine meals needed for home football games and events. 2. Plan menu through discussions with Director and VP Functions/Students. 3. Recruit volunteers to feed band. 4. Obtain food and drinks necessary through donation or purchase. 5. Oversee setup and takedown of the serving areas. 6. Oversee camp, home game and other local feeds. 7. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 8. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Team building
Reports To:	VP Functions/Students

Competition Travel Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Plan menu through discussions with Director and VP Functions/Students. 2. Coordinate food, beverages, additional water, and plumes
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	<p>during travel.</p> <ol style="list-style-type: none"> 3. Recruit volunteers needed for feeds, "Dixie" duty, plume distribution, etc. 4. Obtain food and drinks necessary through donation or purchase. 5. Oversee all assigned activities during travel. 6. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 7. Provide timely accounting of volunteer hours to VP of Volunteers. 8. Must travel with band.
Special skills:	<ul style="list-style-type: none"> • Organizational skills •
Reports To:	VP Functions/Students

Special Event Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Plan menu through discussions with Director and VP Functions/Students. 2. Coordinate the food, drinks and volunteers for special activities, such as: After parade refreshments, basketball games, trick or treat, etc. 3. Obtain food and drinks through donation or purchase. 4. Oversee set-up/take-down of the areas. 5. Determine requirements with VP Functions/Students and VP Special Events. 6. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 7. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Diplomacy skills
Reports To:	VP Functions/Students

Concert Reception Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate refreshments and other needs for the Winter and Spring Concerts. 2. Plan refreshments through discussions with Director and VP Functions/Students. 3. Recruit volunteers to assist.
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	<ol style="list-style-type: none"> 4. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Diplomacy skills
Reports To:	VP Functions/Students

All-Region/All-State Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Determine needs through discussions with Director and VP Functions/Students. 2. Coordinate food, beverages, additional water, and any other items needed. 3. Recruit volunteers to assist. 4. Obtain food and drinks through donation or purchase. 5. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 6. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Functions/Students

Winter Guard Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Plan menu and other needs through discussions with Director and VP Functions/Students. 2. Coordinate food, beverages, additional water, and supplies for travel. 3. Recruit volunteers needed. 4. Obtain food and drinks necessary through donation or purchase. 5. Oversee all assigned activities during travel. 6. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 7. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Functions/Students

Indoor Percussion Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Plan menu and other needs through discussions with Director
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	<p>and VP Functions/Students.</p> <ol style="list-style-type: none"> 2. Coordinate food, beverages, additional water, and supplies for travel. 3. Recruit volunteers needed. 4. Obtain food and drinks necessary through donation or purchase. 5. Oversee all assigned activities during travel. 6. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 7. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Functions/Students

Senior Night Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate with the Director and the athletic department. 2. Coordinate with VP Communications/PR to get information about event to parents. 3. Coordinate the taking and submission of the Senior Band pictures for inclusion in the athletic program. 4. Coordinate with the Director to get the names of all seniors and submit for inclusion in the game program. 5. Recruit volunteers needed for assistance. 6. Purchase and handout corsages to the senior students prior to the game. 7. Purchase and handout flowers to be presented to parents at half-time. 8. Coordinate (with the VP Functions/Students) the festivities surrounding the band feed. 9. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 10. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Functions/Students

Storeroom Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate and maintain organization of the storeroom located in the band room. 2. Provide timely accounting of volunteer hours to VP of Volunteers.
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Special skills:	<ul style="list-style-type: none"> Organizational skills
Reports To:	VP Functions/Students

Vice President Concessions

Responsibilities	<ol style="list-style-type: none"> Concession stand operation for all home games and special events at Tiger Stadium. Report status of on-going and planned activities to the President, Board and general meetings. Submit a budget of anticipated expenses associated with each area to the Board for approval. Oversee managers and provide direction and boundaries to accomplish duties. Provide direction, training and supervision to the managers: inventory, purchasing, beverage, set-up, grilling, crew chief(s), volunteer and Charms. Provide periodic oversight during events. Oversee purchasing and inventory by serving as backup for Purchasing and Inventory managers. Ensure concession stand is fully stocked and facility/equipment are in proper working order to allow for maximum sales and efficiency. Provide timely accounting of volunteer hours to VP of Volunteers. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. Support the President, Executive Board and Bentonville Band Program in all activities.
Special Requirements:	<ul style="list-style-type: none"> Extensive volunteer hours not limited to after 5:00pm or weekends. Extensive hours during football season; reduced significantly the remainder of the year. Strong organizational and team building skills
Reports To:	President

Positions Reporting to VP Concessions:

Inventory Mgr

Responsibilities:	
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	<ol style="list-style-type: none"> 1. Responsible to inventory per schedule developed with the VP Concessions. 2. Provide inventories following each event and establish inventory guidelines for upcoming events. 3. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 4. Recruit assistance as needed. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational and team skills
Reports To:	VP Concessions

Purchasing Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Responsible to purchase all foods and supplies needed for the operation of the concession stand. 2. Maintain adequate levels of concession items and supplies. 3. Coordinate with VP Concessions and Inventory Mgr to maintain accurate accounting of all purchases and receipts. 4. Maintain all purchase orders and invoices. 5. Make delivery arrangements for all ordered items. 6. Provide current costs of all items to VP Concessions. 7. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 8. Recruit assistance as needed. 9. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Purchasing skills
Reports To:	VP Concessions

Beverage Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Responsible to purchase and stock all beverages needed for the operation of the concession stand. 2. Maintain adequate levels of beverages. 3. Coordinate with VP Concessions and Inventory Mgr to maintain accurate accounting of all purchases and receipts. 4. Maintain all purchase orders and invoices. 5. Make delivery arrangements for all ordered items.

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	<ol style="list-style-type: none"> 6. Provide current costs of all items to VP Concessions. 7. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 8. Recruit assistance as needed. 9. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Purchasing skills
Reports To:	VP Concessions

Stand Set-up Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Responsible for preparing the concession stand to be opened, prior to first shift. 2. Responsible to wipe/clean counters, setting up equipment, heating nacho cheese, heating warmers (pizza, burgers, hot dog) and making initial batch of popcorn. 3. Recruit assistance as needed. 4. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Concessions

Grilling Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Responsible for setting up the gas grill. 2. Maintain propane tank inventory. 3. Responsible for grilling hamburgers and hot dogs at home football games and other events. 4. Recruit assistance as needed. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills • Grilling skills
Reports To:	VP Concessions

Crew Chief(s)

Responsibilities:	
	<ol style="list-style-type: none"> 1. Oversee the operation and closure of the concession stand during events.

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	<ol style="list-style-type: none"> 2. Provide leadership, direction and training to the volunteers. 3. Support the volunteers during the operation. 4. First shift: Arrive prior to shift to insure opening procedures are complete and the stand is ready to open when gates open. 5. 2nd shift: Stay until all items are stocked and stand is clean. 6. Know the policies and procedures of the BBB and insure they are followed. 7. Oversee routine cleaning and sanitization of the stand during the shift. 8. Welcome and thank the volunteers and make it fun for them. 9. Coordinate with the VP Concessions and the Volunteer Mgr for the number of volunteers needed for each event. 10. Keep record of the volunteer workers and make sure event time sheets (sign-in sheets) are turned in to the VP Concessions. 11. Coordinate the continued service from Vendors (outside prepared foods; ie-pizza, Chik-fil-a) after the original order is received. 12. Work with Treasury Cashier to count money and prepare deposit slip for the bank. 13. Assure that perishable food items are rotated on a FIFO basis. 14. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational and team building skills • Understanding of Health requirements
Reports To:	VP Concessions

Volunteer Mgr:

Responsibilities:	
	<ol style="list-style-type: none"> 1. Recruit volunteers with assistance from VP Volunteers for each event. 2. Welcome and thank the volunteers and make it fun for them. 3. Provide a list of volunteers assigned for each event to the VP Concessions. 4. Coordinate with the VP Concessions and the Crew Chiefs for the number of volunteers needed for each event. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • People skills • Timeliness
Reports To:	VP Concessions

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Charms Mgr:

Responsibilities:	
	<ol style="list-style-type: none"> 1. Obtain the volunteer needs from the Volunteer Mgr and the VP Concessions. 2. Develop sign up on the Charms site for each site. 3. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Computer skills
Reports To:	VP Concessions

Vice President Operations

Responsibilities	<ol style="list-style-type: none"> 1. Responsible for construction, maintenance, transportation and getting the band on/off the performance surfaces. 2. Report status of on-going and planned activities to the President, Board and general meetings. 3. Submit a budget of anticipated expenses associated with each area to the Board for approval. 4. Oversee managers and provide direction and boundaries to accomplish duties. 5. Provide oversight during events. 6. Provide timely accounting of volunteer hours to VP of Volunteers. 7. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 8. Support the President, Executive Board and Bentonville Band Program in all activities.
Special Requirements:	<ul style="list-style-type: none"> • Extensive volunteer hours not limited to after 5:00pm or weekends. • Strong organizational and team building skills • Construction and maintenance skills • Must travel to all band events.
Reports To:	President

Positions Reporting to VP Operations:

Transportation Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Responsible to make sure vehicles needed for travel are

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	<p>obtained (rented, provided by dealer, etc). BPS will rent needed equipment.</p> <ol style="list-style-type: none"> 2. Inspect equipment and provide list of repairs/improvements needed. 3. Arrange for drivers for each trip. 4. Coordinate travel plans with the VP Operations and Directors. 5. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 6. Recruit assistance as needed. 7. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Class A driver's license • Organizational skills
Reports To:	VP Operations

Build/Repair Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate equipment/prop needs with the Directors and VP Operations for Pride, Indoor Percussion and Winter Guard. 2. Coordinate the building of equipment and show props. 3. Coordinate the repair of equipment/props as informed by Directors of VP Operations. 4. Provide spare parts/materials needed for quick repairs during travel. 5. Make sure proper tools, needed for repairs, are in semi trailer. 6. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 7. Recruit assistance as needed. 8. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Construction and maintenance skills • Organizational skills
Reports To:	VP Operations

Field Crew Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Responsible for moving the pit equipment, drum major stands and visual props on and off the field at all performances.

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	<ol style="list-style-type: none"> 2. Determine how many volunteers are needed to move equipment. 3. Assist with loading/unloading, if necessary. 4. Recruit assistance as needed. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Organizational skills
Reports To:	VP Operations

Load/Unload Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Responsible for loading/unloading all equipment and props in semi, car hauler, etc. 2. Provide at least 1 person to oversee the operation to insure compliance with load plan. 3. Develop load plan for each trailer/truck. 4. Recruit assistance as needed. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Organizational skills
Reports To:	VP Operations

Vice President Treasury

Responsibilities	<ol style="list-style-type: none"> 1. Responsible for all accounting practices of the BBB. 2. Insure BPS policies are followed. 3. Implement all financial procedures required by the BPS. 4. Provide direction, training and supervision to the Cashiers and Seconds. 5. Maintain bank accounts and ensure proper recordkeeping is in place. 6. Receive, record and receipt all deposit information from the activities of the BBB. 7. Receive, record and pay all expenditures of the BBB. 8. Make deposits to the appropriate BBB account following 9. Oversee all Cashier positions. 10. Provide timely accounting of volunteer hours to VP of Volunteers.
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STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

	<ol style="list-style-type: none"> 11. Provide accounting direction for all BBB areas. 12. Coordinates the signing authority for the BBB including the President, VP Concessions and VP Fundraising. 13. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 14. Support the President, Executive Board and Bentonville Band Program in all activities.
Special Requirements:	<ul style="list-style-type: none"> • Extensive volunteer hours not limited to after 5:00pm or weekends. • Cash management and accounting skills.
Reports To:	President

Positions Reporting to VP Treasury:

Concessions Cashier

Responsibilities:	
	<ol style="list-style-type: none"> 1. Perform Cashier duties as assigned by the VP Treasury. 2. Count and record monies received from sales in the concession stand. 3. Keep records of expenses for concession stand operation. 4. Assurance all BPS and BBB rules and procedures are followed. 5. Prepare deposit slip and deposit receipts in the proper BBB account following closure of the concession stand. 6. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Strong math skills
Reports To:	VP Treasury

Fundraising Cashier

Responsibilities:	
	<ol style="list-style-type: none"> 1. Perform Cashier/Second duties as assigned by the VP Treasury. 2. Count and record monies received through the Fundraising area. 3. Keep records of expenses for Fundraising. 4. Assurance all BPS and BBB rules and procedures are followed. 5. Insure that donations are properly assigned to the correct accounts. 6. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Strong math skills
Reports To:	VP Treasury

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

BHS Cashier

Responsibilities:	
	<ol style="list-style-type: none"> 1. Perform Cashier/Second duties as assigned by the VP Treasury. 2. Provide cashier/second services for student account fundraising such as: candy sales, magazine sales, poinsettia sales, etc. 3. Assurance all BPS and BBB rules and procedures are followed. 4. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Strong math skills
Reports To:	VP Treasury

LJHS Cashier

Responsibilities:	
	<ol style="list-style-type: none"> 1. Perform Cashier/Second duties as assigned by the VP Treasury. 2. Provide cashier/second services for fundraising activity at the Junior High School. 3. Document expenses and money received. 4. Assurance all BPS and BBB rules and procedures are followed. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Strong math skills
Reports To:	VP Treasury

WJHS Cashier

Responsibilities:	
	<ol style="list-style-type: none"> 6. Perform Cashier/Second duties as assigned by the VP Treasury. 7. Provide cashier/second services for fundraising activity at the Junior High School. 8. Document expenses and money received. 9. Assurance all BPS and BBB rules and procedures are followed. 10. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Strong math skills
Reports To:	VP Treasury

FJHS Cashier

Responsibilities:	
	<ol style="list-style-type: none"> 11. Perform Cashier/Second duties as assigned by the VP Treasury.

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

	<ol style="list-style-type: none"> 12. Provide cashier/second services for fundraising activity at the Junior High School. 13. Document expenses and money received. 14. Assurance all BPS and BBB rules and procedures are followed. 15. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Strong math skills
Reports To:	VP Treasury

Vice President Communications/Public Relations

Responsibilities	<ol style="list-style-type: none"> 1. Coordinate all communication to parents and the public regarding all band events, fundraising events and special events. 2. Coordinate with Directors and VPs to develop content for eNews and website. 3. Coordinate photography for events and the yearbook. 4. Develop relationships with local media. 5. Coordinate special news releases. 6. Coordinate with Directors to provide scripts for Public Address announcers at competitions, home games and parades. 7. Insure communication guidelines of the BBB and BPS are followed. 8. Coordinate the management of all BBB non-financial records (meeting minutes, policies, handbooks, etc) 9. Submit a budget of anticipated expenses associated with each area to the Board for approval. 10. Oversee managers and provide direction and boundaries to accomplish duties. 11. Provide timely accounting of volunteer hours to VP of Volunteers. 12. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 13. Support the President, Executive Board and Bentonville Band Program in all activities.
Special Requirements:	<ul style="list-style-type: none"> • Extensive volunteer hours not limited to after 5:00pm or weekends. • Strong organizational and team building skills.
Reports To:	President

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

Positions Reporting to VP Comm/PR:

Photography Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Insures photographs are captured at events, competitions, banquets, etc. Should include band camp, home games, and parades. 2. Visual documentation of BBB participation and Band Program. 3. Provide visual documentation to the Video/Yearbook Mgr and the BPS yearbook staff. 4. Provide visual documentation for the website and social media. 5. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 6. Recruit assistance as needed. 7. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Photography skills.
Reports To:	VP Communications/Public Relations

Video/Yearbook Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate the development of the yearbook and video to be presented at the banquet. 2. Coordinate with the VP Comm/PR and Directors to insure proper content. 3. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 4. Recruit assistance as needed. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Communications/Public Relations

eNews Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate with the VP Comm/PR, VPs and Directors for content to include. 2. Publish eNews weekly to all signed up to receive. 3. Provide timely accounting of volunteer hours to VP of Volunteers.
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STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

Special skills:	<ul style="list-style-type: none"> • Computer skills • Writing/Communication Skills
Reports To:	VP Communications/Public Relations

Social Media Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with the VP Comm/PR, VPs and Directors for content to include. 2. Post announcements meeting BBB guidelines. 3. Monitor sites for appropriate usage. 4. Remove any inappropriate or misleading information. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Computer skills • Writing/Communication Skills
Reports To:	VP Communications/Public Relations

Webmaster

Responsibilities:	
	<ol style="list-style-type: none"> 1. Maintain and update the Parents/Boosters and Sponsor pages of the Band Program website. 2. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Computer skills
Reports To:	VP Communications/Public Relations

Secretary

Responsibilities:	
	<ol style="list-style-type: none"> 1. Responsible to document the minutes of all BBB Executive Board and General meetings. 2. Coordinate the management of all BBB non-financial records (meeting minutes, policies, handbooks, etc) 3. Distribution of meeting minutes to appropriate persons. 4. To support the President, Executive Board and Band Program in all activities of the Boosters. 5. To provide required correspondence of the Boosters.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Communications/Public Relations

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

Public Relations Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Develop relationships with local media: i.e. newspapers, radio and tv. 2. Develop press releases and articles with the VP Comm/PR and submit for approval. Once approved, submit to media sources for publication. 3. Identify and coordinate opportunities to highlight the activities of the BPS Band Program and the BBB. 4. Insure communication guidelines of the BBB and BPS are followed. 5. Submit a budget of anticipated expenses associated with each area to the Board for approval. 6. Provide timely accounting of volunteer hours to VP of Volunteers. 7. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 8. Support the President, Executive Board and Bentonville Band Program in all activities.
Special skills:	<ul style="list-style-type: none"> • Communication skills
Reports To:	VP Communications/Public Relations

Jr High Public Relations Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate with the Jr. High Directors to determine PR needs. 2. Communicate BBB activities to the Jr Highs to keep Directors and parents informed. 3. Recruit assistance as needed. 4. Provide timely accounting of volunteer hours to VP of Volunteers. 5. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board
Special skills:	<ul style="list-style-type: none"> • Communication skills
Reports To:	VP Communications/Public Relations

Vice President Fundraising

Responsibilities	<ol style="list-style-type: none"> 1. Ensure BPS fundraising rules are followed. 2. Ensure BPS cash management rules are followed. 3. Oversee all fundraising activities conducted by the Boosters and
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STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

	<p>the Band Program.</p> <ol style="list-style-type: none"> 4. Develop fundraising budget for approval by the Executive Board. 5. Generate a yearly fundraising calendar for communication purposes. 6. Complete and submit fundraiser application to BPS for approvals to conduct fundraisers. 7. Serve as the contact point for all fund raising and “work-for-pay” opportunities. 8. Coordinate with Board and Directors to screen and approve all fundraising opportunities. 9. Assist VP Treasury in the processing of receipts, deposits and invoices. 10. Provide timely accounting of volunteer hours to VP of Volunteers. 11. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 12. Support the President, Executive Board and Bentonville Band Program in all activities.
Special Requirements:	<ul style="list-style-type: none"> • Extensive volunteer hours not limited to after 5:00pm or weekends. • Strong organizational and team building skills. • Communication skills.
Reports To:	President

Positions Reporting to VP Fundraising:

Spirit Wear Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with VP Fundraising and Directors to select merchandise to sale. 2. Oversee Coordinators for Letter Jackets, Logo/Competition wear, Swag/Bling and screen printing areas. 3. Source merchandise from suppliers that provide the price and margin for the Boosters. 4. Attend concerts (HS, JHS) for sales opportunities. 5. Attend meetings and special band events for sales opportunities. 6. Prepare order forms for merchandise and provide to VP Communications/Public Relations and the Directors for inclusion on the band website. 7. Ensure compliance for fundraising, cash collections and receipting are handled according to BBB and BPS requirements.

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

	<ol style="list-style-type: none"> 8. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 9. Recruit assistance as needed. 10. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Organizational skills
Reports To:	VP Fundraising

Brochure Sales Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with VP Fundraising and Directors analysis of catalog choices, number of catalogs, peeler cards, etc. 2. Communicate instructions to students and provide effective method of sales. 3. Distribute catalogs or merchandise to band members with appropriate tracking. 4. Collect sales from band members and prepare accounting designating the student accounts. 5. Ensure compliance for fundraising, cash collections and receipting are handled according to BBB and BPS requirements. 6. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 7. Recruit assistance to serve as coordinators. 8. Oversee the Summer/Fall coordinator, Spring coordinator, Winter coordinator and Jr. High coordinator. 9. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Organizational skills • Cash management skills
Reports To:	VP Fundraising

Corporate Donations Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Responsible for developing and securing corporate funding including donations, sponsorship, grants, dine-out nights and WM VAP. 2. Develop and distribute Partnership Brochures to potential sponsors and donors. 3. Grant writing.

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

	<ol style="list-style-type: none"> 4. Documentation of Walmart employee volunteer hours and oversight of VAP applications. 5. Coordinate fundraising nights with local restaurants to obtain donations. 6. Ensure compliance for fundraising, cash collections and receipting are handled according to BBB and BPS requirements. 7. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 8. Recruit assistance to serve as coordinators of Sponsorships, Grants, VAP and Dine out nights and oversee activities. 9. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Organizational skills • Cash management skills
Reports To:	VP Fundraising

Online/Cards Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Develop online/card fundraising opportunities; such as, Sonic Cards, Scrips, etc. 2. Coordinate approval through the VP Fundraising, Executive Board and Directors. 3. Ensure compliance for fundraising, cash collections and receipting are handled according to BBB and BPS requirements. 4. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Cash management skills
Reports To:	VP Fundraising

Candy Bar Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate the Band Program candy bar sales program. 2. Responsible for ordering, inventory, distribution to students, tracking student sales, and cash management. 3. Coordinate approval through the VP Fundraising, Executive Board and Directors.

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

	<ol style="list-style-type: none"> 4. Ensure compliance for fundraising, cash collections and receipting are handled according to BBB and BPS requirements. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Cash management skills
Reports To:	VP Fundraising

Winter Guard Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with the VP Fundraising and Directors to identify funding needs and develop opportunities. 2. Coordinate approval of the opportunities with the VP Fundraising and Executive Board. 3. Implement approved fundraising opportunities. 4. Ensure compliance for fundraising, cash collections and receipting are handled according to BBB and BPS requirements. 5. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 6. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Cash management skills
Reports To:	VP Fundraising

Indoor Percussion Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with the VP Fundraising and Directors to identify funding needs and develop opportunities. 2. Coordinate approval of the opportunities with the VP Fundraising and Executive Board. 3. Implement approved fundraising opportunities. 4. Ensure compliance for fundraising, cash collections and receipting are handled according to BBB and BPS requirements. 5. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 6. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Extensive volunteer hours • Cash management skills

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

Reports To:	VP Fundraising
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Vice President Volunteers

Responsibilities	<ol style="list-style-type: none"> 1. Responsible maintaining the Volunteer Handbook. 2. Maintain list of authorized activities qualifying for volunteer hours. 3. Develop system for chaperone selection with the President and Director of Bands. 4. Define the format and requirements for timesheets to be used by BBB. 5. Ensure that all volunteers are cleared in accordance with BPS policies (scanning ID through system, etc.). 6. Provide support in acquiring volunteers for all areas of the BBB. 7. Provide direction to and oversight of managers. 8. Maintain all volunteer hours tracking. 9. Provide timely accounting of volunteer hours to VP of Volunteers. 10. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 11. Support the President, Executive Board and Bentonville Band Program in all activities.
Special Requirements:	<ul style="list-style-type: none"> • Extensive volunteer hours not limited to after 5:00pm or weekends. • Strong organizational and team building skills.
Reports To:	President

Positions Reporting to VP Volunteers:

Hours Tracking Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for tracking and documenting all volunteer hours of the BBB. 2. Develop and maintain a database to track volunteer hours by individual volunteer. 3. Coordinate with all VPs to insure that all hours are reported. 4. Maintain rank of individual volunteers based on hours given. 5. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 6. Recruit assistance as needed.
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STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

	7. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	• Organizational skills
Reports To:	VP Volunteers

Uniform Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with VP Volunteers and VP Functions/Students to determine volunteer needs for uniform washing, repairing and organization. 2. Recruit volunteers to participate. 3. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 4. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	• Organizational skills
Reports To:	VP Volunteers

Operations Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with VP Volunteers and VP Operations to determine volunteer needs for Operations area. 2. Recruit volunteers to participate. 3. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 4. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	• Organizational skills
Reports To:	VP Volunteers

Band Camp Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with VP Volunteers and VP Functions/Students to determine volunteers needed for band camp. 2. Recruit volunteers to participate. 3. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 4. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	• Organizational skills

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

Reports To:	VP Volunteers
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Band Feed Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate with VP Volunteers and VP Functions/Students to determine volunteers needed for band feeds. 2. Recruit volunteers to participate. 3. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 4. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Volunteers

Chaperone Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate with VP Volunteers and Directors to determine volunteers needed for band trips. 2. Coordinate with the VP Volunteers, President and Director of Bands to develop a system for selecting chaperones. 3. Implement system to recruit volunteers. 4. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 5. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Volunteers

Winter Guard Mgr

Responsibilities:	<ol style="list-style-type: none"> 1. Coordinate with VP Volunteers and Directors to determine volunteers needed. 2. Recruit volunteers to participate. 3. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 4. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Volunteers

STANDING RULES of the BBB

All positions and direct reports are expected to understand and adhere to the By-laws, Standing Rules and Volunteer Handbook as documented by the Executive Board of the BBB.

Indoor Percussion Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with VP Volunteers and Directors to determine volunteers needed. 2. Recruit volunteers to participate. 3. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 4. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Volunteers

Special Events Mgr

Responsibilities:	
	<ol style="list-style-type: none"> 1. Coordinate with VP Volunteers, VP Special Events and Directors to determine volunteers needed. 2. Recruit volunteers to participate. 3. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 4. Provide timely accounting of volunteer hours to VP of Volunteers.
Special skills:	<ul style="list-style-type: none"> • Organizational skills
Reports To:	VP Volunteers

Vice President Alumni

Responsibilities	<ol style="list-style-type: none"> 1. Responsible for engaging alumni parents and band members. 2. Provide assistance to the Executive Board and BBB as required. 3. Planning and organization of Alumni events. 4. Accumulate and maintain alumni information. 5. Provide timely accounting of volunteer hours to VP of Volunteers. 6. Obtain proper authorization prior to making purchases; keep total expenses within budgeted amount as determined by Board. 7. Support the President, Executive Board and Bentonville Band Program in all activities.
Special Requirements:	<ul style="list-style-type: none"> • Communication skills • Organizational skills
Reports To:	President