

Role Descriptions

Below are high level overviews of the responsibilities of each role. It is not an exhaustive list as other items may arise throughout the year.

Board Positions

Title	Responsibilities	Term
President (transition from VP)	• Serve as liaison between Directors & Boosters • Addresses concerns or questions in a timely manner • Run monthly booster meetings • Deliver relevant messages through Booster Remind account • Owner of WhatsApp channels • Lead new-parent meetings • Maintain Google Drive & Access • Banking designated signee • NSBA Station director	1 year
Vice President (voted yearly in April)	• Perform duties of the President in their absence • Ensure smooth and effective board operation • Liaison to committee coordinators • Maintain Facebook channels • NSBA Station director	2 year, transitions to President after 1 st year
Secretary (voted as needed)	• Generate meeting agenda in conjunction with directors & admin • Maintain Booster meeting minutes, including attendance • Document expense decisions – vote outcomes • Photo Library creation & Share-out? • NSBA Station director	No limit
Treasurer (voted as needed)	• Ensure accurate bookkeeping of expenses, revenues, and donations	No limit

	• Present budget status at monthly Booster meetings • Issue payment for needed expenses • Provide cash at needed fundraising events (track concessions, NSBA) • Deposits monies received • Maintain banking information (designated signee)	
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Board members must have a student currently enrolled in the Millard South Bands or Color Guard Program, and for the duration of their term.

Committees

Committee Name	Coordinator Responsibilities	Membership
Fundraising	• Identifies potential fundraising opportunities • Schedules restaurant nights • Presents at Booster meeting • Leads sub-committee meetings	1-2 Leads, Active year-round
Baxter Arena	• Creates sign-up of potential shifts • Communicates with Baxter Arena on shift opportunities • Communicate training opportunities, available shifts & sign-ups to Baxter volunteers • Monitor member training status	1 Lead, Most active Oct-May
Uniform - Band	• Communicate with Directors on marching uniform needs • Schedule uniform fittings • Coordinate uniform component distribution • Delegate day-of uniform needs (gloves, hair, fixes) • Coordinate with directors on uniform maintenance	

	• Utilize uniform committee members to complete needed uniform tasks (organizing, distribution, etc.) • NO SEWING EXPERIENCE NEEDED!!	
Color Guard / Winter Guard	• Serve as liaison between Color Guard Staff, Boosters & Directors • Communicate color guard questions or concerns • Prop design/budgeting for Winter Guard	
Props	• Ideate with directors on visual needs for Marching Show • Identify budget needs, and present to board • Schedule build days • Serve as day-of contact on competitions • Monitor Props Committee WhatsApp Channel	
Feed the Band	• Monitor food allergies/restriction needs of members • Plan meals / collect donations for competition days • Create sign-up of needed components to be donated • Coordinate with directors on timing/location of meals	
Event/Activity	• Coordinate recruitment events (8th grade night, Side-by-side, 1st Marching Meeting, Parade, Debut Night, Community night) • Communicate materials needed • Develop publicity documents	
Chaperone	• Align with directors on needed quantity of parent help	

	● Monitor Chaperone WhatsApp Channel ● Maintain First-Aid kit usability (full, non-expired) ● Lead chaperone training ● Distribute & collect supplies at the start and end of event (first-aid kits, clip boards, walkie-talkies)	
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