

## **GODWIN BAND BOOSTER COMMITTEES – VOLUNTEER DESCRIPTIONS**

### **CHAPERONES**

Parents are needed to accompany students on all band activities. This includes summer Car Washes, Band Camp, all Football Games, the Christmas Parade, Competitions, and any other trips. Duties include “everything that is needed” from carrying water jugs and medical bags to watching over students in the stands and busses and as they march from area to area. Chaperones will help with supervising students, communicating key information, and ensuring the safety of our students. Chaperones will also team with the Game Day Meals Committee to serve meals before games. Chaperones must be a parent of a current band/color guard member and a GBB member.

### **COLOR GUARD**

Same responsibilities as Band Chaperones, but for the Color Guard. This committee will also be responsible for ensuring all students are in full dress and hair/makeup prior to events. Will also assist with maintenance of color guard uniforms and equipment. Specific duties include assisting with uniform selection and hair accessories, supporting the CG coaches and CG members on game and competition days (helping to roll flags, helping move flags and other equipment when more hands are needed, etc.). Order all needed CG Jackets, shorts, tights gloves shoes, bags, etc. including any personalization needed.

### **CONCESSIONS**

This Committee is part of our larger fundraising activities, especially the Godwin Marching Band Invitational in the fall. We may also offer concessions for special activities at Godwin involving district or statewide events hosted by our school. We sell food and drinks to the participants and their audience to make money for the program. For the invitational or when we are using the Godwin stadium concession facility, this committee will be responsible for partnering with the Godwin Athletic Activities (GAA) team to coordinate menu offerings, food inventory, cashier needs, any other required logistics. This will also involve training volunteers at various stations, totaling all monies received and providing sale statistics at the end of the event.

### **EQUIPMENT / PIT CREW**

No band travels light and the Godwin Eagles are no different! We have large amounts of equipment that must be moved from storage areas and vans to performance areas. For home football games, equipment is moved to the stadium before the game, onto the field at halftime and back to the band room after the game. The Equipment Committee is also responsible for the transportation of equipment and uniforms for away games, competitions, and other events. This group also maintains our vehicles and trailers and coordinates rental vehicles as needed

### **GAME DAY MEALS**

This committee is responsible for coordinating meals on Friday nights before football games and on occasion, as needed, before band competitions, the HCPS Showcase of Bands, and VBODA competitions. for students, band/guard faculty and volunteers. This involves determining the menu within budget guidelines, coordinating with food vendors, arranging for delivery or pick up of food, set up, clean and any other logistics. This committee will review all dietary needs of students to accommodate various food allergies.

### **HOSPITALITY**

This committee is responsible for organizing band social events. This committee also organizes the donation of items, set up and clean up for refreshments at different events during the year and provide food for judges for special events. This committee may also help with serving as Liaisons for Newcomers.

### **INVITATIONAL COMPETITION**

This committee is responsible for coordinating the Marching Band Invitational Competition hosted by Godwin each fall. Duties will include supervising all subcommittee leads, scheduling, coordinating with various vendors, school officials, judges, visiting bands, etc. Will troubleshoot issues and coordinate logistics to ensure all subcommittees are running smoothly. This committee will also coordinate volunteer sign-ups and ensure all stations are informed of duties and schedule. Will total all monies received vs. spent and provide final statistics at the end of the event.

## **MEMBERSHIP (TREASURER)**

The Treasurer is responsible for tracking all Booster members, collecting booster fees and tracking membership information.

## **PHOTOGRAPHY & TRIBUTE BOOK**

This committee is responsible for collecting and taking photographs throughout the year and assisting with putting together the Tribute book (annual keepsake album) and posting on our social media pages. In some years, tributes from parents and ads from companies offset the cost of our Tribute book each year. The Committee solicits these ads during the year.

## **UNIFORMS**

Marching Band - This committee is responsible for maintaining the uniform closet, including inventory of all parts of our marching band uniforms, from head to toe. The committee will coordinate fitting students as well as the distribution/collection of uniforms for games, competitions, and events. They will partner with the Band Director on identifying any uniform needs, including providing a list of needed items and then sorting orders upon arrival. They will also sew or make other basic repairs to marching attire and keep the uniforms in order and ready for the next event. This committee will attend all marching events and assist students with any uniform emergencies, plus coordinate inserting and removing plumes from all shakos as the band enters/exits the field.

Concert Bands – This committee will sort new orders for the Band director to distribute to students.

## **WAYS AND MEANS (VICE PRESIDENT)**

This committee is responsible for helping and coordinating our many fundraising efforts throughout the year. While fund raising is part of every student and parent's job, this committee helps identify projects and fundraisers and coordinate their execution. This is one of the main ways that we support all Godwin Band Programs, which keeps our membership fees low. Various fundraisers may include Summer Car Washes, Spirit Nights throughout the fall, Raffles, coordinating Air Grams, Shoutouts and Sponsorships for our Invitational, etc. This committee will also post any fundraiser news, events, or results on our social media sites.

## **SPECIAL COMMITTEES – may be assigned throughout the year by the Executive Board:**

### **AUDIT**

The financial statements from each fiscal year shall be audited by August 30 and filed with the Henrico County School System Director of Internal Audit. The Treasurer will confirm the proper HCPS audit forms are available for use by the Audit Committee and forward the completed audit forms to HCPS once the Audit is completed. The Audit committee shall be headed by the Vice President and shall consist of at least 3 additional Booster Members in good standing.

### **TIM SULLIVAN SCHOLARSHIP FUND**

Each year, two \$1,000 Scholarships are awarded to graduating seniors who have been selected by a blind vote based on their application and required essay. Applicants will be selected by a committee of non-senior parents and the Band Director.