

Standing Committees and Duties August 2021

<https://www.patriotbandsupport.org/pbso-volunteer-form.html>

Uniforms (CO-CHAIR NEEDED)

- Responsible for maintenance and accountability of uniforms.
- Responsible for fitting and issuing of uniforms.
- Responsible for coordination of uniform cleaning.
- Coordinates repair of damaged items.
- Determines whether uniform items should be repaired or replaced.
- Conducts needs analysis based on projected Band membership and advises the Board of projected requirements for additional uniforms by size and number.

Chaperone

- Responsible for recruiting and training an adequate number of chaperones for Band events, including football games, parades, competitions, and trips.
- Ensures that chaperones fully understand their duties and responsibilities prior to departing on any trip including the 2PR rule.
- Responsible for coordinating with the Director for supervision of all Band members during Band events.
- Conducts needs analysis after each event and advises the Vice President of any additional purchases that may be necessary.

Pit Crew

- Responsible for transport and placement of the Band's equipment, including securing additional transport vehicles as may be necessary.
- Ensures equipment is not damaged in setup, breakdown, or transport.
- Coordinates volunteers to assist with the Pit Crew for all Band events, including football games, parades, competitions, and trips.
- Trains Pit Crew volunteers on the assembly, disassembly, and proper placement of equipment.
- Maintains, tows, and effects annual State inspection for the Band trailer(s).
- Conducts needs analysis after each event and advises the Vice President of any additional purchases that may be necessary.

Spirit Wear

- Responsible for managing relationships and appropriately acquiring all clothing and other items for sale to encourage spirit by the PBSO membership.
- Ensure that the sale of all items are as close to cost as possible, but never sold less than cost without prior approval of the Board.
- Responsible for creating an order form, receiving orders from PBSO membership, and coordinating an orderly distribution of all orders to PBSO members once items are delivered.

- Manage the order of the show shirt annually for all PHS Band students.
- Provide accounting of all sales to the Treasurer for deposit, no less than monthly.

Media – VIDEOGRAPHER AND/OR PHOTOGRAPHER(S) NEEDED

- Responsible for maintaining all PBSO DVR equipment and related gear.
- Ensures band events are covered by still and video photographers.
- Collates still and video footage from Media team, edits, screens, and posts via the PBSO web site and online storage.
- Records events/practices as requested by the Director or staff.

VBODA (Would like an underclass parent to shadow current chair with the intent of chairing next year)

- Responsible for coordinating and managing all aspects of the VBODA Assessment event with the President and the Director. Available at Member meetings to communicate needs for donations and volunteering by the Members.
- Ensure that all committee positions are filled with Members in Good Standing to support the event including Pit, Traffic, Check-in, Concessions, Judges Hospitality, VBODA program, Gate/Ticket Sales, etc. Meets with and communicates with all committees, as necessary, throughout the band season.
- Evaluates needs for equipment and other purchases and communicates in a timely manner to the Director and/or President for approval to purchase by the Board if not already in the budget.
- Is on-site for the VBODA event from set-up until take-down is complete.
- Completes an after-action report as well as assembles after action reports from all committee leads and provides them to the President and Director as soon as possible after the event.

Fundraising – CHAIRPERSON NEEDED!!!

- New Committee
- Research and present fundraising ideas to the PBSO board. The goal is to have targeted fundraisers that create earning opportunities without large investments of student or parent time or demand on the same “customer” base repeatedly.
- Some suggestions have been restaurant fundraising evenings, student activity nights if/when paired with other musical groups. Specific disinterests are selling items like wrapping paper, candles, etc.

Volunteer opportunities are always available for short time investments, of course! Please check out the website listed above and let us know what areas you might like to help out in a casual way, join as a committee member, or stand up to chair!

Thank you very much,
Amanda Bates
PBSO Vice President