

RABC Executive Board and Committees Positions and Job Descriptions

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EXECUTIVE BOARD

President

- This position has responsibilities throughout the school year and the summer months. This position requires a heavy time commitment.
- Plans the agenda for and preside at the monthly RABC Board meetings (four in each semester).
- Works closely with the Board members to ensure GEB events are initiated and moving along on schedule (e.g. March-a-thon, Evening of Jazz, Band Banquet, etc.) and to make sure the leads of these events have the resources they need.
- Leads the Budget Committee (Pres/Pres Elect, Treasurer/Treasurer Elect, Director of Bands) to develop budget for the year.
- Works closely with Treasurer on all financial matters.
- Meets the Treasurer or Assistant Treasurer once a week to empty out the band safe and count and record amounts for deposit. Check the P.O. box every other week.
- Recruits parents to volunteer in any capacity as well as for the Board.
- Plans and presents new parent orientation towards the end of summer band camp.
- Holds update calls with Director of Bands weekly to bi-weekly as needed to go over schedule and requests from Director of the RABC. Communicates feedback from the parent group to the Director of Bands.
- Executes on ad hoc requests from the Director of Bands (e.g., 8th grade side by side events added this year).

- Identifies and initiates a nominating committee in March for the upcoming school year, to be approved in May.

President Elect/First VP

- In the absence of the President or in the event of his or her inability or refusal to act, the President-Elect shall perform the duties of the President.
- It is expected that the President Elect will assist the President in the current year(s) and then take over the role of President after that person's term.
- Participates in the Budget Committee (Pres/Pres Elect, Treasurer/Treasurer Elect, Director of Bands) to develop budget for the year.
- Performs other duties assigned by the President or by the Governing Board.

VP of Fundraising

- This position requires a heavy time commitment during the school year.
- Responsible for planning, coordinating, and executing fundraising activities to financially support the high school band program.
- Oversees volunteer specific fundraising events including, but not limited to: Spirit Wear Sales, March-a-Thon, Evening of Jazz, Spirit Nights, NTCA Winter Guard Contest, and Mattress Sale.
- Serves as the chairperson of the Fundraising Committee.
- Ensures adequate funding for band trips, competitions, equipment, uniforms, and other essential needs through effective fundraising strategies and community engagement.

- Coordinates with the Booster Club Board to align efforts with the overall band calendar.
- Identifies and approaches local businesses for sponsorship opportunities or in-kind donations.
- Maintains relationships with donors and ensures appropriate recognition and thank-you communication.
- Works with the communications team to promote fundraising efforts in newsletters, social media, and local press.
- Sets and monitors fundraising goals to meet the band's annual budget needs.
- Collaborates with the Booster Club Treasurer to ensure accurate financial reporting.
- Performs other duties assigned by the President or by the Governing Board.

VP of Publicity

- The time commitment is one to two hours per month.
- Oversees all publicity activities
- Serves as the chairperson of the Publicity Committee
- Responsible for creating notices and fliers for upcoming GEB events including fundraising opportunities to be included in Eaglelink, School Times, Director's emails, and Principal's emails.
- Responsible for creating a thank you announcement for all fundraising sponsors, including March-a-Thon and Evening of Jazz.
- May be asked to assist in publishing the concert program for the spring season and verifying proper sponsor recognition.

- Assists directors with posts to Band's social media platforms, prioritizing Instagram and Facebook with the goal of gaining followers and increasing engagement.
- Performs other duties assigned by the President or by the Governing Board.

VP of Hospitality

- The time commitment varies during the school year.
- Serves as the chairperson of the Hospitality Committee.
- Oversees all hospitality events and volunteers including:
 - Friday Meals Coordinator and Assistant
 - Competition Meals Coordinator and Assistant
 - Class Representatives
 - Banquet Coordinator
- Performs other duties assigned by the President or by the Governing Board.

VP of Volunteers

- The time commitment varies during the school year, with multiple hours per week needed during the marching season.
- Oversees all volunteer activities. Sets up meeting with all volunteers to discuss expectations.
- Serves as the chairperson of the Volunteer Committee.
- Ensures that background check for each volunteer has been completed before volunteering. VP of Volunteers needs to get access to the RISD background check system from the Director.

- Creates and monitors volunteer requests through Sign-Up Genius when needed for band events.
- Performs other duties assigned by the President or by the Governing Board.
- Assistant VP of Volunteers shares roles with VP of Volunteers in completing listed duties.

Secretary

- This position has responsibilities at each RABC board meeting during the school year. The time commitment is one to three hours per month during the school year.
- Keeps the minutes of the meetings of the members and of the Governing Board electronically.
- Gives all notices in accordance with the RABC by-laws or as required by law.
- Acts as custodian of the RABC corporate records
- Keeps a register of the electronic and mailing addresses of each member as furnished to the Secretary by each of the members.
- Assists the other members of the RABC as needed during the school year.
- Performs other duties assigned to the Secretary by the President or by the Governing Board.

Treasurer

- This position has a heavy time commitment throughout the school year and summer months.
- Responsible for maintaining the financial records of the RABC.
- Submits a financial report at each RABC Board meeting, to be included in the meeting minutes.

- Maintains charge and custody of and is responsible for all funds and securities of the RABC.
- Receives and gives receipts for moneys due and payable to the RABC from any source.
- Deposits all such moneys.
- Disburses funds, keeps the financial books and records of the corporation, and timely files necessary Federal, State and local tax forms.
- Performs other duties assigned to the Treasurer by the President or by the Governing Board.

Assistant Treasurer - Accounts Receivable

- Supports the Treasurer by managing the RABC's incoming funds, including deposits, payment tracking, and receipting for fundraising, sponsorships, donations, and fees, ensuring funds are recorded accurately and deposited promptly.
- Collects and logs incoming payments (cash, checks, and PrestoAssistant payments) from events, fundraising campaigns, sponsorships, donations, and student-related fees as applicable.
- Prepares deposits and coordinates deposit timing with the Treasurer in accordance with RABC cash-handling procedures.
- Reconciles deposit totals to supporting documentation (cash count sheets, check logs, sales reports, order forms, and PrestoAssistant reports); resolves variances promptly.
- Maintains detailed records of payer, purpose, date received, and method of payment to support accurate accounting and acknowledgments.
- Issues receipts/confirmations (including PrestoAssistant receipts where applicable) and provides documentation

needed for donor acknowledgments or sponsorship benefits.

- Coordinates with fundraising chairs and event leads to set up tracking sheets, cash boxes, and end-of-event count procedures.
- Assists with tracking outstanding amounts (if applicable) and follows up politely with families/participants per RABC policy.
- Supports monthly reporting by providing deposit summaries and backup documentation to the Treasurer.
- Coordinates cash counts with at least one additional authorized adult per cash-handling controls.
- Requires a meaningful time commitment during periods of heavy payments (e.g., payment of fees in August, at Registration in August, payment of Spring Trip fees, payment of deposits on first day of May kick-off camp).
- Performs other duties assigned by the President or by the Governing Board.
- Required Skills/Qualifications:
 - Trustworthy handling of funds, strong attention to detail, and commitment to timely deposits.
 - Comfortable working with cash-handling/counting procedures and basic reconciliation.
 - Proficiency with spreadsheets and shared files; ability to maintain clear, auditable logs.
 - Clear, courteous communication with families, volunteers, and sponsors.

Assistant Treasurer - Accounts Payable

- Disburses funds as approved by the RABC within a week of receipt.

- Makes annual payment for AIM insurance post office box.
- Prepares and submits required documents to the accountant hired to prepare the RABCs tax return and sales tax return to make sure they are filed by the statutory due date.
- Has check writing authority.
- Will be present with the President or President Elect when opening the safe if Treasurer is not available. Only the President and President Elect have the combo (for separation of duties).
- Requires a meaningful time commitment during periods of heavy payments (e.g., payment of fees in August, at Registration in August, payment of Spring Trip fees, payment of deposits on first day of May kick-off camp).
- Performs other duties assigned by the President or by the Governing Board.
- Supports the Treasurer by managing the RABC's outgoing payments, including invoice tracking, reimbursement processing, and check preparation, while maintaining complete documentation and timely communication with vendors and volunteers.
- Receives and logs invoices, purchase documentation, and reimbursement requests; confirms required approvals are attached per RABC policy.
- Matches invoices/reimbursements to budget lines or approved expenditures; flags discrepancies for Treasurer review.
- Prepares checks for Treasurer signature/authorization; ensures payee information and backup documentation are accurate and complete.

- Files/scans supporting documentation (invoice, receipt, approval, W-9 if applicable) and keeps organized records by vendor/event/date.
- Coordinates with event chairs, directors/staff liaisons, and vendors to resolve billing questions.
- Assists with year-end reporting by ensuring expenses are coded consistently and documentation is complete.
- Supports audits/internal reviews by locating payment records quickly when requested.
- Reports to the Treasurer; works closely with event chairs/committee leads, fundraising coordinators, and the President/Board as needed. Coordinates approvals with authorized officers before payment.
- Required Skills/Qualifications:
 - High attention to detail, confidentiality, and strong follow-through.
 - Comfortable communicating with volunteers and vendors in a professional manner.
 - Basic proficiency with spreadsheets and shared files (e.g., Excel/Google Sheets/OneDrive).
 - Ability to meet deadlines and maintain organized digital and/or paper records.

FUNDRAISING COMMITTEE

Spirit Wear Sales Coordinator

- Requires a significant time commitment over the summer and throughout the Fall marching season.
- Works within an approved budget to design and coordinate printing of spirit wear items.
- Selects merchandise and vendors; obtain quotes and place orders.
- Ensures all orders are submitted by early July to prepare for fall sales.
- Monitors product quality and delivery timelines.
- Sales & Event Coordination
- Coordinates sales and sets up merchandise tables at:
 - Back-to-School Picnic
 - GEB Registration
 - Home Football Games (approximately 5 games; set-up begins around 5:30 p.m.)
 - Band Concerts and other events as needed
- Organizes, transports (on campus), sets up, staffs, and tears down sales tables.
- Recruits and coordinates volunteers as needed.
- Inventory & Financial Management
- Maintains accurate inventory records.
- Manages point-of-sale system (Square).
- Handles cash and electronic payments.

- Reconciles sales and reports funds to the Treasurer.
- Coordinates setting up, conducting sales, and tearing down the GEB Spirit Sales table at home football games. There will be other parent volunteers to help you work the tables for each game (the VP Volunteers sends out sign up list of needs).
- Brainstorms ideas for items for sale, gets feedback from others on the board.
- Prepares an inventory of existing stock in the summer to determine needs.
- Reviews sales from prior year to determine what sold well and what didn't.
- Contacts vendors to investigate options and cost; determines what items will be sold for.
- Places purchase orders to stay within budget and maintain appropriate levels of inventory (to avoid either stock-outs or too much excess).

Assistant Spirit Wear Sales Coordinator

- Requires a significant time commitment over the summer and throughout the Fall marching season.
- Works in tandem with the Spirit Wear Director to support all aspects of spirit wear operations.
- Responsibilities include:
 - Assisting with design input and vendor coordination.
 - Supporting inventory organization and storage.
 - Helping manage event set-up, sales, and tear down.
 - Assisting with Square transactions and cash handling.

- Setting up, conducting sales, and tearing down the GEB Spirit Sales table at home football games. There will be other parent volunteers to help you work the tables for each game (the VP Volunteers sends out sign up list of needs).
- Brainstorming ideas for items for sale, get feedback from others on the board.
- It is expected that the assistant will take over the lead role the next year.

March-a-Thon Coordinator

- Organizes and holds March-a-Thon (MAT), the band's largest fundraiser for the year, in late September. At MAT, the GEB marches and plays along a 5K route through neighborhoods around the school, making stops at houses that have purchased a "lawn concert."
- Delivers kick off presentation to GEB students at May band camp to explain the event and how to solicit for donations. Possibly coordinates a time during camp for all students to go in small groups to solicit businesses at local shopping centers.
- Updates MAT info on the Square site and provides to the Webmaster to put info on band website.
- Creates flyers to promote the event (if needed) and for lawn concerts. Sends info to VP Publicity for posting on social media.
- Awards prizes to students during fundraising and to top student/section after the event.
- Coordinates with Band Director and Corporate Sponsorship Chair to have band t-shirt ("show shirt") ordered and delivered in time for the march. Include corporate sponsor logos on the back.

- Coordinates with the Corporate Sponsorship Chair to order the banner for the march.
- Coordinates the route with the Band Director once all lawn concerts are purchased.
- Creates/Updates sign-up for volunteer needs for the day of the event (donated snacks, help with traffic, water, drivers, serve snacks, lunch, carry donation buckets). You will have lots of volunteers for this event
- Obtains a permit from the City of Richardson for the event and secure an RPD officer/vehicle for traffic control.
- Coordinates lunch for after the march (usually donated by Spring Creek BBQ).
- The bulk of the work takes place from May to the event date in late September with a bit of follow up carrying into October.

Corporate Sponsorship Coordinator

- Recruits corporate sponsors for the GEB for the school year. Sponsorship levels have different benefits, but all sponsors will receive some level of recognition during the year, but a lot of it is during the MAT and football season. Later in the year, sponsors can be highlighted at concerts and the Evening of Jazz.
- Works with students to solicit donations from local businesses and family connections.
- Collects company logos/files for the band t-shirt and March-a-Thon banner and other marketing materials.
- Confirms payments for sponsorships are received prior to being included in banner, shirt, etc.
- Coordinates with VP of Publicity to ensure benefits for corporate sponsors take place: banner at games and performances, social media posts, logo on T-shirts, half-

time announcements, mentions in programs for various support levels are provided to sponsors.

- Attends March-a-Thon and assists at the event.
- Sends thank you letters (including tax donation info) to all sponsors.
- While sponsorship recruitment is year-round, the majority of the job is during four large fundraising events. Prep starts in May and the Fall workload is from July through March-a-Thon. Spring workload is primarily supporting with recruiting Evening of Jazz donations and sponsorships.

Spirit Night Coordinator

- Organizes restaurant spirit nights during the school year where a local restaurant donates a percentage of profits during the event to the GEB. The third Thursday of the month is GEB Spirit Night--as long as it doesn't conflict with other events on the band calendar.
- Researches and coordinates with restaurant management to determine donation details. See file with names of prior contacts as a guide.
- Checks with band director and RABC Board to verify best dates.
- Creates a flyer/social media post for the event. Provides flyer/social media post to the band director and the VP Publicity for posting on social media.

Evening of Jazz Coordinators

- Responsible for organizing a fundraising event typically held on an evening in mid-March showcasing the RABC Jazz Band.
- Duties include securing and coordinating with the venue, organizing refreshments (small bites, dessert, and coffee),

promoting the event, decorating the space, securing items for the auction, and running the auction on the night of the event.

- It is recommended that one coordinator handle the food and venue portion of the event and one coordinator handle the auction portion.
- These positions require a significant time commitment between January and the weeks following the Evening of Jazz.

HOSPITALITY COMMITTEE:

Pre-Game Meals Coordinator

- Chooses restaurants to cater pre-game meals, negotiates pricing with each restaurant, and prepares schedule for which weeks each restaurant will provide meals for the GEB.
- Sends restaurant list and price of meal plan to Registration Coordinator before GEB Registration in August so information can be provided to students and parents at Registration.
- After GEB Registration in August, prepares and sends Google form to students who signed up for the GEB pre-game meal plan at Registration. The Google form asks each student to choose their meals from each restaurant and list any food allergies, sensitivities, or special dietary requirements.
- Responsible for ordering and scheduling delivery of meals for GEB students in the RHS cafeteria before football games.
- With the assistance of the Assistant Pre-Game Meals Coordinator and other volunteers, sets-up and distributes meals for GEB students in the RHS cafeteria before football games. The VP Volunteers sends out a sign-up list of volunteer needs.

- Meals are served right after school, so you need to have flexibility to be at the school between 3:30 p.m. and 5:00 p.m. on game days
- The time commitment during football season is three to five hours per week.
- Assists Competition Meals Coordinators by sharing student rosters, student and staff dietary restriction lists, and known restaurant contacts.

Assistant Pre-Game Meals Coordinator

- Helps the Pre-Game Meals Coordinator set-up and distribute meals for GEB students in the RHS cafeteria before football games. There will be other parent volunteers to help with set-up, serving, and clean-up (the VP Volunteers sends out a sign-up list of needs)
- May be asked to pick up meal from restaurant if restaurant does not deliver and Pre-Game Meals coordinator cannot do the pick-up.
- It is expected this position will take over from the Pre-Game Meals Coordinator the following year.
- Meals are served right after school, so you need to have flexibility to be at the school between 3:30 p.m. and 5:00 p.m. on game days.
- Assists Competition Meals Coordinators by sharing student rosters, student and staff dietary restriction lists, and known restaurant contacts.

Competition Meals Coordinator(s)

- Chooses restaurants to cater meals on competition days and negotiates pricing with each restaurant.
- Responsible for ordering and scheduling delivery of meals on competition days. May be required to pick up meal from restaurant and deliver to competition.

- The RABC provides breakfast, lunch, dinner, and snacks on most competition days.
- Provides list of food and drink donations required for each competition to the VP Volunteers who will send out a sign-up list for donations and volunteer needs for competition day.
- With the assistance of volunteers, sets-up and distributes meals and snacks at RHS and the competition site.
- The time commitment during football season is three to five hours the week of the competition and all day on competition day.

Class Representatives

- There are two representatives per class year (Freshman, Sophomore, Junior, Senior)
- Organizes and hosts one of the “after parties” (a meal in the Eagles Nest served right after a home football game) during football season. You will be assisted by other parent volunteers from your class and have a budget from class donations to purchase food.
- The Senior Class Representatives traditionally organize and host a pizza party in Cottonwood Park on a weekday evening toward the end of summer band camp.
- Greets parents from at band Registration at the beginning of August (there will be a class rep table) and talks to them about the class after party.
- Organizes a themed basket to be auctioned off at the Evening of Jazz event in March.
- Assists the Band Banquet Committee Chair, along with the other class reps, in organizing and holding the year-end banquet (held in May).

- Communicates information to class level parents as needed, building camaraderie among the parent group
- The junior class representatives are responsible for buying roses for Senior Night during football season. Each senior is presented a rose at the game when they are introduced and walked onto the field with their parents, friends, or family.
- The senior class representatives will help guide you through this position.
- The time commitment is spread throughout the year. The largest time commitment is preparing for the class after party during football season.

Band Banquet Coordinator

- Band Banquet is a celebration (dinner and awards ceremony) held in mid-May or late-May, this is a highlight of the year! All band members and parents are invited to attend.
- You will have a committee of volunteers to help you including the class level reps, but others join in to help both with planning and at the event itself.
- Responsibilities include organizing the venue (local hotel ballroom or other local venue, such as the UTD alumni center), ordering food (catered dinner), buying decorations, preparing the program, gathering photos from parents for the senior slideshow, creating the senior slideshow, and managing other details of the event.
- The band banquet coordinator and parent volunteers decorate the venue, ensure a/v needs are in place and working at the venue, and staff the check-in table at the event.
- With the senior class representatives, decide on and purchase senior class gifts to be presented to each senior at the banquet.

- Assists band directors with details related to the event as needed.
- The time commitment is substantial in the Spring semester while planning the event.

VOLUNTEER COMMITTEE:

Uniform Coordinator

- Organizes, fits, and assigns uniforms for all students to be easily accessible on events such as games, competitions and concerts throughout the year.
- Coordinates uniforms getting cleaned at the end of each season (i.e., marching season and concert season).
- Coordinates with Mr. Bronson/staff and other board members for uniform needs, including picture day, registration, game nights, and competitions.
- This position has responsibilities throughout the school year and summer.
- During Marching Season, the time commitment is 1-2 evenings per week. During the summer and through band camp, and all game and competition nights/days, the time commitment is 4-8 hours depending on event. You will also be needed on the occasional weekday evening for a few hours for adjustments.
- During Concert Season, the time commitment is only a few days to get uniforms fitted and distributed at the beginning of concert season and then another few hours to oversee the return and cleaning at end of season in May.

Assistant Uniform Coordinators

- Assists the Uniform Coordinator and other volunteers in helping students pick up uniform pieces before games and competitions and assists the collection of uniform pieces

after the games and competitions at games and competitions.

- Responsible for coordinating the fitting, assignment, and organization of marching uniforms in the Fall.
- Responsible for coordinating the fitting, assignment, and organization of concert uniforms in the Spring.
- Responsible for coordinating and facilitating the cleaning of marching and concert uniforms (at a dry cleaner).

Registration Coordinator

- Registration is held on a Saturday in early August before school begins. The time commitment for the position is approximately ten hours in June and July, at least a half-day on the day before Registration, a full-day commitment on Registration day, and a few hours in early September picking up CV Creations orders.
- The Registration Coordinator works with Mr. Bronson, the President, Treasurer, Assistant Treasurers, and Uniform Coordinator to plan and schedule Registration for the GEB and Color Guard.
 - That committee will confirm prices for uniform pieces and fees for the year, create pre-Registration Google forms, coordinate emailing pre-Registration Google forms to parents and guardians of GEB members, determine staggered time slots for each class to attend Registration, and prepare pre-populated Registration forms from information received through pre-Registration Google forms.
- Works with Uniform Coordinator to facilitate sales of used uniform pieces and shoes.
- Prepares emails to be sent to parents and guardians explaining Registration process and required fees and costs.

- Coordinates with class reps and Rhythm Movers to set up and staff information tables at Registration for volunteer information.
- Contacts and coordinates vendor participation at Registration, such as Brook Mays representative and CV Creations owner (custom yard signs, decals, and other merchandise).
- Directs student leadership in setting up the band hall, uniform hall, choir room, and orchestra room following band camp the evening before Registration.
- Prepares signs to guide students and parents through Registration process.
- Manages volunteers and explains their roles before each shift. Is available throughout Registration Day to answer questions and assist where needed.
- Assists Treasurer and Assistant Treasurer with cash and check count at the end of Registration day.
- Assists student leadership to clean-up all rooms used during Registration.
- Responsible for picking up CV Creations Orders and delivering to the band hall for distribution at a time approved by Mr. Bronson. Orders are generally ready in early September.

Assistant Registration Coordinator

- Assists Registration Coordinator throughout preparations for Registration and on Registration Day.
- It is expected that the Assistant Registration Coordinator will take over the lead role the following year.

Game Day Coordinator (Water Coordinator)

- Responsible for filling large water containers before football games and placing them in the stands for students to refill their water jugs during the game.
- Responsible for refilling large water containers as needed during the game.
- Parent volunteers will assist.

Color Guard Representative

- Most of the Color Guard Representative's responsibilities come during Winter Guard season, which takes place December through March.
- Chaperones and rides with color guard on the buses to and from away games during Marching Season and to and from Winter Guard competitions.
- During Winter Guard competitions, oversees (or delegates) "thank you goodie bags" for the bus drivers.
- During Winter Guard, coordinates (or delegates) all competition meals, including setting up, breaking down and severing meals (may require picking up a meal from a restaurant).
- During Winter Guard, coordinates all snack donations for competitions and all-day practices, including sending out a sign-up list of needs (requires packing snacks on bus and transporting to/from competitions).
- During Winter Guard, confirms and coordinates floor and prop transportation arrangements to and from competitions with Color Guard Director regarding times and any special instructions.
- During Winter Guard competitions, hands out entry badges/wrist bands to bus chaperones and guard members and collects them after the competition.

- During Winter Guard competitions, ensures each bus volunteer has a first aid kit and that a kit is with color guard at all times.
- During Winter Guard, works with the Color Guard Director and guard parents to plan, coordinate and execute fundraising activities to financially support the color guard program (concert bake sales, etc.).
- During Winter Guard, works with the Color Guard Director and guard parents to plan and coordinate color guard activities/gatherings (Winter Guard welcome, Guardsgiving, rifle rehab, end of year celebration, etc.)

Assistant Color Guard Representative

- Assists Color Guard Representative as needed.
- Works with Treasurer and Assistant Treasurers concerning Color Guard financial needs and budget.

Percussion Representative

- Works with Rhythm Movers Co-Chairs to oversee movement of percussion instruments onto and off the field at games and marching competitions.

Rhythm Movers Co-Chairs

- Two volunteers serve in this position.
- These volunteers have responsibilities throughout Marching/Competition Season (August-November).
- Works with Head Percussion Rep to oversee movement of percussion instruments onto and off the field at games and marching competitions.
- Coordinates transportation of percussion and other equipment on trucks for away games and marching competitions. Confirms all transportation (trucks) rental arrangements with the assigned Band Director.

- Recruits and organizes volunteers (“the Rhythm Movers”) to assist with movement of percussion instruments at all events.

Historian

- Documents band and booster activities throughout the year (performances, competitions, trips, banquets, senior events, volunteer initiatives).
- Collects and curates photos and videos from families, staff, and student leaders
- Maintains an organized digital archive (by season/year and event) with consistent file naming and backup practices.
- Assists Banquet Coordinator to create slideshow for banquet and senior recognition slideshow.
- Time commitment varies by season and event schedule. Expect attendance at major performances and booster events, plus monthly board meetings. Additional time is needed after events to collect, organize, and archive media.

Head Bus Chaperone

- Rides with the band on the buses to and from away games and competitions to chaperone the students
- Organizes and assigns chaperones to buses to ensure coverage of all the buses. Volunteer coordinator will recruit number needed.
- Confirms transportation arrangements with Band Director regarding times and any special instructions
- Oversees (or delegates) the creation of “thank you goodie bags” for the bus drivers;
- Coordinates and oversees the collection of flip folders after the Eaglette halftime performance (e.g., makes sure collection buckets and section buckets make it on the bus,

assists with sorting flip folders per section after performance, etc.)

- Hands out entry badges to bus chaperones and collects them during 3rd quarter.
- Ensures each bus volunteer has a first aid kit (located in the uniform room) and that two red kits are with the band at all times (this can be delegated to a chaperone).
- Ensures that all bus kits are fully stocked before each away game and competition.

West Jr. High Rep

- Acts as a liaison between the RABC and the West Junior High band directors to communicate RHS GEB information to parents and guardians of West Junior High band students.

Westwood Jr. High Rep

- Acts as liaison between the RABC and the Westwood Junior High band directors to communicate RHS GEB information to parents and guardians of Westwood Junior High band students.

Chaperone Coordinator - Spring Trip

- Develops a chaperone staffing plan in coordination with the Trip Chair/Coordinator and Band Director(s) (e.g., target ratios, room/floor coverage, bus supervision, event supervision).
- Recruits chaperones and maintains an accurate volunteer roster with contact information and availability.
- With the assistance of the VP of Volunteers, confirms chaperone eligibility requirements are met (e.g., school/district volunteer approval, background checks, required trainings/forms).

- Creates chaperone assignments (bus, room/floor, meal periods, rehearsal/performance venues, free-time supervision) and adjusts as needed due to schedule changes or volunteer cancellations.
- Coordinates chaperone communications, including key dates, expectations, packing/attire guidelines, meeting times/locations, and emergency procedures.
- Schedules and/or facilitates a pre-trip chaperone meeting and distributes written guidance (code of conduct, student supervision expectations, incident reporting, chain of command).
- Serves as the primary point of contact for chaperone questions prior to departure; triages issues to the Trip Chair/Coordinator or Band Director(s) as appropriate.
- Coordinates day-of-trip logistics for chaperones (check-in, badges/wristbands if used, distribution of itineraries, rooming lists where appropriate).
- Supports on-trip coordination (as determined by the trip plan), including shift check-ins and coverage gaps; documents issues and follows up after the trip.
- After the trip, gathers chaperone feedback and provides a brief recap and recommendations for future trips to the band directors and RABC Board.
- The time commitment increases in the six to ten weeks before the trip. You can expect to spend one to two hours per week during pre-trip planning (recruiting, tracking requirements, assignments, communications) and additional time the week of departure for final confirmations and materials. During the trip, you will be on-call or assigned shift as determined by the supervision plan. You can expect to spend about an hour following the trip collecting feedback and providing a recap to the directors and the RABC Board.

SECRETARY'S COMMITTEE

Webmaster

- Responsible for updating and maintaining the richardsonband.org website and email accounts as updates are received by the band directors and board members
- The site is built on WordPress, but any web programming knowledge will work.
- This position involves minimal time commitment throughout the school year.