

**WAKELAND HIGH SCHOOL BAND BOOSTER ASSOCIATION**  
**Board Role Accountabilities**  
**Addendum (2019-2020)**

Board Members not only represent the WHS Band, Guard and Parents, but also translate the needs of the students into policies, goals and strategies that reflect the standards and values of the collective band as a whole. All Board Members must attend board meetings in accordance with WHSBBA Bylaws, ensuring visibility and availability to the membership and students as needed. Detailed job accountabilities including procedures are located in the appropriate Board Member binder. **All Board members must display a 'One Band' team oriented working environment to Committee Chairs, Directors, Booster Membership and Volunteers at all times.**

**President:** The President is an Executive Board Member and shall be responsible for the following duties:

- The President will be the direct liaison with the Band Staff, school administration, and other Wakeland organizations.
- Presides at all meetings of the Association Board.
- Provides resources and means to the other officers and committees as needed so that they may achieve their objectives of the Association.
- Participates in the coordination of the Association's support of all Band events, including but not limited to football games, competitions, concerts, parades, trips, and special events.
- Obtains Band Director's approval for all Band involved activities sponsored by the Association.
- Works with Directors and Vice Presidents on the coordination of Events including representing the Booster Board, speaking at events such as; Parent Preview, Hype Day, Band Banquet, and all general booster meetings.
- Performs such other duties as may be assigned by the Association or the Board.
- Works with the Booster Secretary to develop meeting agendas, to Inform Board Members within 7 days of upcoming board meetings.

*Time involved:* Varied based on time of year

**Vice President of Operations:** The Vice President of Operations is an Executive Board Member and shall be responsible for the following duties:

- Performs the duties of the President in the absence of President.
- In the event of the resignation of the President, the Vice President of Operations shall assume the duties of the office of President until a special election can be held.
- Orchestrates the Association's participation in the annual Frisco parade to promote the Wolverine Band in the community and ensure a strong presence for the Association in this event
- Oversees all events in which the Wakeland Band, Color Guard, Winter Guard, Jazz, and/or Percussion hosts, involves the appropriate Board Members to coordinate all of the necessary activities ensuring a successful event; including but not limited to;
  - Attendance at Host Committee Meetings as required by governing body (UIL, NTCA, etc.)
  - Coordinate with Band/Guard Director on event design and decisions.
  - Coordinate Logistics, Fundraising, Advertising, Communication, Hospitality, and Volunteer Requirements for the event.
- Managing the independent contractors (e.g. clinicians, accompanists, show designers/arrangers, etc.)
  - Reviewing and signing the independent contractor agreements (SOWs).
  - Making sure they have passed FISD background checks, when applicable.
  - Getting W-9's.
- Annual review of insurance.
- Coordinating travel and travel expenses for band directors and/or independent contractors who are contracted to work with the band and/or guard for the purposes of clinicing, designing, arranging,

or other activities identified for travel purposes.

*Time involved:* Varied based on time of year

**Vice President of Student Affairs:** The Vice President of Student Affairs is an Executive Board Member and shall be responsible for the following duties:

- Oversees coordination and organization of registrations for, but not limited to; Marching Band, Color guard, Winter guard, and Percussion registrations.
- Reviews, tracks, and coordinates Financial Aid requests for the entire school year, reporting to the board, as needed or by request, on budget and progress.
- Works with the Treasurer and Assistant Treasurer on collecting past due fees and escalation to the band directors as necessary for resolution.
- Oversees all Band Banquet coordination and planning in partnership with Director(s) and Social/Hospitality Chair to secure a location for the end of the year Banquet and form and lead Banquet Committee.
- Works with the Directors on Hype Day planning, including coordination with Food Crew (lunch); seeking snack donations, scheduling, and parent event/meeting activity.

*Time involved:* Varied based on time of year

**Secretary:** The Secretary is an Executive Board Member and shall be responsible for the following duties:

- Works with board members and President to develop meeting agendas and distributes 2-3 days prior to meetings.
- Accurately records board meeting minutes and attendance for all meetings.
- Distributes the minutes within 7 days of previous meeting to all board members for review.
- Uploads minutes, after board approval, to the web portal for public availability.
- Assists Board Members and Band Directors whenever possible.
- Maintains a copy of all minutes, voting, committee reports, and correspondences in a binder for storage of said items.
- Works with Directors to maintain the student directory throughout the year.
- Works with Directors and the Vice President of Student Affairs to maintain a complete WHSBBA membership roster (available to Board Members as *view only*, as requested).
- Maintains updates and distributes Board Member information to the Board Members and Directors, as needed.
- Retains all files pertaining to the Boosters per IRS rules.

*Time involved:* 4-6 hours per month

**Treasurer:** The Treasurer is an Executive Board Member and is primarily responsible for the finances of the Association and shall be responsible for the following duties:

- Disburses funds in accordance with the approved budget. Additional disbursements shall be as directed and approved by a majority vote of the Board.
- Acts as signatory on checks requiring one signature. In addition to the Treasurer, the President, and one other elected predetermined Executive Board Member shall be authorized signers on the bank accounts.
- Manages financials for all activity including deposits, written checks with proper documentation including a copy of the signed check unless using a duplicate register, and any bank charges.
- Ensures voided checks are clearly annotated on the check register with explanation.
- Ensures the check reimbursement form includes the date the check was written.
- Ensures the approval signature on a check does not belong to the person to whom the check is written or requested by.
- Completes bank reconciliation on a monthly basis.

- Submits a detailed report of monthly and year to date financial information including budget and actual finances including budget variances (upon request) at regular Executive Board and General Assembly meetings.
- Submits all appropriate state and federal reporting forms with timely payment, as needed. Issues letters in January to all individual or families that have donated over \$250 in the calendar year.
- Manages reclassification of refunds due to an individual or family if they opt to donate it back to the WHSBBA as a donation for tax purposes.
- Provides the WHSBBA Sales Tax Exemption Certificate for purchasers to present when shopping for the organization. Ensures recurring purchases are made in bulk.
- Available for all fundraising activities ensuring timely deposits are made; secures an alternate if unable to attend activity.
- Presents the financial books to an Audit/Review Committee appointed by the Executive Board shortly after the fiscal year concludes or upon departure of the Treasurer from office for any cause.
- Ensures the Audit Committee review is completed prior to the next Treasurer receiving the club records, and available for any questions from the Audit/Review Committee.
- Maintains the current year's budget and leading the development of the next year's budget.
- Manages the various financial and online accounts.
- Manages all invoicing, including but not limited to; registration fees, trip fees, registration supplies, spirit wear, tickets (i.e. homecoming social, spaghetti dinner fundraiser, band banquet), program ads, etc.
- Provides sales and payment reports to Committee Chairpersons, as requested, and coordinate with Committee Chairs on products and interfaces to online sales and payment systems.
- Prepares IRS Form 990 prior to the audit and present it with the financial books to the Audit Committee for review. After the financial review is complete, file Form 990 with the IRS, by July.

*Time involved: 15 -20 hours per week*

**Parliamentarian:** The Parliamentarian is an Executive Board member and shall be responsible for the following duties:

- Act as advisor to the President in all matters of parliamentary procedure.
- Collects all information needed for votes via online survey, sets up and keeps records of results of all online voting, and forwards results to Secretary for filing.
- Serves as Chairperson of the Bylaw Committee and prepares any proposed bylaw revisions to be voted on by the Board and Membership.
- Serves as the Chairperson of the Nominating Committee, preparing the nomination forms and obtaining acceptance of those nominated, present the slate of officers at the April meeting, and conduct the election of officers.
- Contacts prospective nominees that may be new to the Board to confirm they understand the duties and time commitment required for the year.
- Attends Board Meetings and is visible and available to the Membership and Students as needed.
- Serves as the Audit Committee Chairperson as stated in the bylaws Article 9, Section 9.
- Works with the Secretary to ensure the bylaws are posting on website for public viewing.

*Time involved: Varied based on time of year*

**Volunteer Coordinator:** The Volunteer Coordinator is an Executive Board Member who, in collaboration with the Executive Committee, Band Directors and Committee Chairs, provides recruitment and coordination of, and communication to the WHS Band Boosters and Students for volunteer needs. Key accountabilities include, but are not limited to the following:

- Communicates completion of the FISD volunteer application and background check is required prior to volunteering.

- Sends emails on behalf of Executive Committee, Band Directors and Committee Chairs to band boosters and students to promote involvement and volunteerism for all band and guard events, as needed. Ensure student volunteers are aware of service hours available for events.
- Oversees administration of WHS OrangeCrew on Facebook for the WHSBBA and the Wakeland Band Program.
- Creates volunteer sign ups for all football games, competitions and any additional band or guard events for all volunteer needs as specified by Band Directors and Committee Chairs. Sign up includes specific volunteer accountabilities as provided by Committee Chairs, times, dates, location, etc.
- Provides a list of volunteers to Committee Chairs via email no less than 24 hours in advance of event. Direct volunteer questions to appropriate Committee Chair, as needed.
- Present the day of any event to distribute passes to Committee Chairs/volunteers, confirm volunteer changes with Committee Chairs, attend to any additional needs of Band Directors (i.e., additional tickets at competitions, etc.).
- Promotes volunteer opportunities at registration events, middle schools, etc., as needed.

*Time involved:* Varied based on time of year and more active during the marching season.

**Assistant Treasurer:** The Assistant Treasurer is responsible for helping fulfill the duties of the Treasurer. Currently, the Treasurer manages budget, expenditures, and reporting. The Assistant Treasurer manages the collection and deposit of funds. As such, the Assistant Treasurer shall be responsible for the following duties:

- Maintains band member financial accounts.
- Manages payment plans for registration fees, including:
  - Getting a signed payment plan form for each member requesting a payment plan.
  - Getting a signed authorization form for automatic, recurring credit card or e-check charges.
  - After successful processing, redact the security code and the primary account number (PAN) to the last four digits.
  - Store redacted paper forms for two years after the last authorized transaction.
  - Shred expired forms.
  - Work with members to extend payment plans if necessary.
- Collects funds from members, including but not limited to; invoicing members for funds due. Set up invoice in financial software, sending monthly reminders to members of funds due, maintaining a record of communication in case account needs to be turned over for collections, escalating past due accounts to Treasurer, Vice-President, President and/or Director, and verifying member accounts are current prior to the band trip and again before band banquet ticket purchase.
- Deposits funds, including;
  - Collecting funds at band program (marching band, winterguard, etc.) registrations.
  - Checking band hall lockbox and band PO box for deposits at least once a week.
  - Receiving funds for band events (supply and spirit wear sales, concessions, ticket sales, fundraisers, etc.) from event chairperson. (Event chairperson should provide a completed Cash Check Receipt form with the funds.) Verify count and stamp checks.
  - Depositing funds into the bank within 3 business days.
  - Depositing Paypal funds within 3 business days of payment.
- Maintains proper records of deposits.
  - Post deposits to financial software and apply to the appropriate accounts.
  - Keep Cash Check Receipt Form and bank deposit slips.
- Assists the Treasurer as needed.

*Time involved:* In excess of 10 hours a week at various times.

**Social/Hospitality Chairperson:** The Social/Hospitality Chairperson should coordinate social/special events for the band including by not limited to location, meals and decorations. Each event requires research into possible locations for the events, planning food, advertising each event and submitting proposals to the Board for approval in advance of the event, working closely with the Treasurer to stay within budget limitations. This role functions best with the assistance of an active Co-Chair and is responsible for the following duties:

- Coordinates Optional Fall Social(s) such as; DCI viewing parties, 8th grade night; BOCO Dance (Band Homecoming Dance; secure DJ.) Coordinated/approved with Director(s).
- Coordinates with the Director for Senior Night at end of football season.
- Assists with Winterguard competition hospitality rooms for judges and directors as needed if WHS hosts.
- Assist Vice President of Student Affairs and/or Operation with special events as needed.
- Oversees all Band Banquet coordination in partnership with Vice President of Student Affairs and Director(s). Duties include, day of event activities, invitations, program, meal selection, ticket sales, DJ, decorations and work with Director for details like trophies/awards, audio/visual, Memory Books.
- Coordinates with Director for Senior Wills Night at the end of the year (i.e. Light refreshments).
- Works with Volunteer Coordinator for any volunteer needs as well as working closely with Band Directors on specific events and dates.

*Time involved:* Intensifies in the weeks surrounding any given event.

**Chaperone Chairperson:** The Chaperone Chairperson is in charge of managing the chaperones at football games, competitions, and other events as needed. The Chaperone Chairperson is the contact for all chaperones at all events. The responsibilities include the following:

- Partners with the Volunteer Coordinator to ensure that there are enough chaperones for the event.
- Confirms volunteer chaperones, communicating with volunteers all information pertaining to the event including pre, during and post job duties. Provides contact information to volunteers.
- Manages distribution of marching plumes and candy/snack bag to the sections at football games after halftime, or as the Director specifies.
- Maintains where and how to access emergency contact information, aware of allergies and medical needs such as asthma or diabetes and keeps all student medical information confidential.
- Coordinates with the Trip Coordinator when Wakeland sponsors a trip to ensure the appropriate number of chaperone volunteers are secured and managed for the duration.

*Time involved:* Approximately 20 hours per week during Marching Season and up to 10 hours a week during Winter Season, the estimated hours primarily include games and competitions.

**Field Crew Chairperson:** The Field Crew Chairperson coordinates and supervises the moving of all equipment, props, pit/percussion equipment, and kits (out of and into band truck, into and out of stands) prior to, during, and after halftime show, game and competitions during marching band and winterguard seasons. The Field Crew Chairperson is the contact for all field crew at the event. They are responsible for the following duties:

- Partners with the Volunteer Coordinator to insure there are enough field crew for the event.
- Confirms field crew volunteers, communicating with volunteers all information pertaining to the event including pre, during and post job duties. Provides contact information to volunteers.
- As needed, coordinates with Chaperone Chair to load/unload water coolers at for games, competitions, and events.

*Time Involved:* Approximately 20 hours per week during Marching Season & 10 hours for Indoor program (i.e. Winterguard), the estimated hours primarily include games and competitions.

**Concessions Chairperson:** The Concessions Chairperson is responsible for the running and administration of all WHSBBA events at all home football games. The Concessions Chairperson is the contact for all concessions at the event. The responsibilities are as follows:

- Owns concessions for other hosted events such as Band/Guard Competitions, TMEA, etc. (ALL responsibilities on list apply to these events)
- Communicates with the Volunteer Coordinator to ensure sufficient number of volunteers to work a scheduled Concessions event that are 16 years or older to meet City of Frisco guidelines.
- Confirms concessions volunteers, communicating with volunteers all information pertaining to the event including pre, during and post job duties. Providing your contact information to volunteers.
- Works with volunteers to attend the Frisco Food Handling Safety Class and be Safe-Serv Certified themselves.
- Keeps copies of all income and expenses that pertain to Memorial and be able to report gross sales and expected WHSBBA revenues from each event at board meetings.
- Supplies copies of all income and expenses to the custodial school for the reconciliation of Memorial Stadium.
- Orders supplies, coordinates repairs and completes the reconciliations for all Frisco schools on years Wakeland is the custodial school for Memorial Stadium,
- Restocks concession stand after each Home game at Memorial Stadium but prior to next FISD event. This could involve restocking after a Thursday night game on Friday before another FISD game on Friday night.
- Obtains and returns Memorial stadium keys.

*Time involved:* 12-15 hours per event

**Guard Liaison:** The Guard Liaison shall help communicate and coordinate Band activities with the Guard and assist the Guard Director as needed. They are responsible for the following duties:

- Coordinates fittings of guard uniforms for fall and winter season
- Purchases all supplies and equipment needed for both Color guard and Winterguard. Distribute accordingly when the items arrive.
- Coordinates volunteers needed for Winterguard competitions with Volunteer Coordinator.
- \*Works with the Guard Director on any out of town competition trips for Winterguard
- Works with the Vice President of Operations when Wakeland hosts any Winterguard Competition/event, representing the Wakeland Winterguard to parents and providing Subject Matter Expertise on competitions/events
- Coordinates as needed with Food Services Chairperson and Chaperone Chair on meals for winter competitions.
- Coordinates with the Trip Coordinator when Wakeland sponsors a trip to ensure appropriate support for Guard is secured during the trip.
- Plans/arranges items for retreats for NTCA/WGI Finals.
- Works with the Director(s) on communication with parents about Guard activities/schedules
- Coordinates with Chaperone Chairperson, Food Crew Chairperson, and Field Services Chairperson for winter competitions.
- Works with Director(s) to assist in recruiting new guard members for fall and winter seasons.
- Works with Vice President of Student Affairs to coordinate guard registration for winter season.

*Time involved:* Approximately 20 hours per week during Marching Season and up to 20 hours a week during Winter Season, the estimated hours primarily include games and competitions.

**Uniform Chairperson:** The Uniform Chairperson is responsible for maintaining and inspecting all band uniforms and having the uniforms professionally cleaned during marching season as needed. They are

responsible for the following duties:

- Fits and alters uniforms: Fit students with properly sized uniform components and make any needed alterations. Time varies due to number of alterations needed.
- Orders uniform supplies, including shoes, gloves, required compression gear (shorts and shirts), and plumes. All band supplies needed for season, should be ordered immediately following registration as soon as all orders are in.
- Inspects uniforms: Uniforms are inspected after each use to check for problems (once per week during marching season). Approximately 1 hour per week.
- Coordinates uniform dry cleaners as needed. The amount of cleaning depends on weather.
- Works with Volunteer Coordinator for volunteers during fitting, for weekly uniform checks, and transporting the uniforms to and from the cleaners.

*Time involved:* varies depending on time of year, hours mainly focused the in Summer/Fall.

**Spirit Sales Chairperson:** The Spirit Sales Chairperson is responsible for inventory, purchasing, distributing and selling of all spirit wear and Duffle Bags. The Spirit Sales chairperson is the contact for all spirit sales including registration for fall and winter seasons. They are responsible for the following duties:

- Partners with contact with the Volunteer Coordinator to ensure that there are enough volunteers for the event.
- Confirms Spirit Sales volunteers, communicating with volunteers all information pertaining to the event including pre, during and post job duties. Providing your contact information to volunteers.
- Meets with Band Leadership Team and ask for Board input and suggestions for spirit wear options for the upcoming school year.
- Meets with Band Directors for design suggestions, input, and final approval of the Marching Show shirt, Student end of year show shirt, and 8th grade night shirts.
- Secures Band Director and Board approval of all spirit wear items before orders are taken and items are produced, at the first board meeting in July. Present examples or photos of items for sale. Secure the Board's approval of pricing of spirit wear items.
- Coordinates sale of spirit items with examples or photos for band/guard students and parents to purchase.
- Ensures all student/parent spirit wear goes through Spirit Sales and made available to the entire band.
- Adheres to appropriate timeline for purchasing and distributing of spirit wear items.

*Time involved:* varies on number of sales and number of items sold.

**Food Services Chairperson:** The Food Services Chairperson is the contact for food service at events where the Full Band/Guard are present (i.e. Marching Season games, competitions & hype day). The food services chairperson is responsible for arranging the Band's pre-game meals. They are responsible for the following duties:

- Partners with the Volunteer Coordinator to ensure that there are enough volunteers for the event.
- Confirms food service volunteers, communicating with volunteers all information pertaining to the event including pre, during, and post job duties. Providing your contact information to volunteers.
- Ensures Food Event Safety Service certified before the 1<sup>st</sup> event served by the Food Crew.
- Consults with Band Directors on upcoming football/competition schedule and coordinate food service needs. Budget is set according to # of events & participants & meals needed.
- Provides Band Directors with meal choices/selections by event (including all football games, hype day, and competitions). Account for special dietary needs where possible, #'s to feed, etc.
- Researches and contacts Vendors for meal pricing within budget.
- Assesses & re-stocks Food Trailer inventory & supplies regularly during seasonal use, including registration of the trailer annually.
- Coordinates the access/use of Food Trailer/supplies for Booster Fundraisers or events where helpful.

- Makes available vendor contacts & budgetary assistance for foodservice planning of student groups that do not encompass the full Band/Guard roster. (i.e. Winter Guard, Percussion).
- Volunteers needed: 2-3 volunteers are needed to distribute pre-game meals to the band members and band directors for each event. 6-8 volunteers for preparing, cooking and serving of meals.

*Time involved:* 4-8 hours per event during marching season.

**Ways and Means Chairperson:** The Chairperson is responsible for seeking and securing grants and donations and researching and implementing fundraising options that will benefit the WHS Band and Band Students. The Ways and Means Chairperson is the contact for all non-concession fundraising events. They are responsible for the following duties:

- Chairs all fundraising events for the booster association, including but not limited to concert sales, spirit nights and Fan Pledge. Partners with contact with the Volunteer Coordinator to ensure that there are enough volunteers for fundraising events.
- Confirms fundraising volunteers, communicating with volunteers all information pertaining to the event including pre, during and post job duties. Providing your contact information to volunteers.
- Presents options for potential fundraisers to the Board for approval.
- Submits all potential fundraisers to WHS Administration for final approval through the band directors, as needed.
- Distributes sales materials to band members, compile orders, and place orders with vendors.
- Tracks and reports on all fundraising financials including estimated and actual costs and revenue for events.
- Coordinates with Ways and Means Committee Members to assist with fundraising events including but not limited to Fan Pledge, , and ordering/distribution of materials.
- Manages and maintains the WHSBBA Corporate Sponsorship Program; defining levels of donations and associated benefits for sponsoring organizations.
- Manages and maintains the WHSBBA loyalty programs and agreements with local businesses as needed (i.e. Kroger Plus, Amazon Smile, and Comet Cleaners)

*Time involved:* Varies on number of fundraisers/events.

**New Member Liaison:** The New Member Liaison is responsible for communicating all important information to the incoming parents. They are responsible for the following duties:

- Sends out emails to all new parents with important information that would assist them in transitioning into the Wakeland band program. Encourage them to get involved and volunteer where they can.
- Acts as a resource to new parents, throughout the year, and attends the new parent meeting and Hype Day to help field questions.
- Coordinates with Band Director(s) to promote the Wakeland Band program to future and incoming members (i.e. attending middle school concerts when possible, booster meetings, etc.)

*Time involved:* 2-5 hours a week depending on the time of year

**Prop Crew Chairperson:** The Chairperson is responsible for the coordination of the design, fabrication and maintenance of field props during marching and winter seasons. They are responsible for the following duties:

- Works with the Directors as needed to coordinate, design and build or outsource the building of props before and during the marching and winter guard season
- Works with the Directors on the shipping and delivery of any outsourced props
- Works with the Directors and Volunteer Coordinator to organize volunteers to assist with fabrication of props. Provides your contact information to volunteers.
- Works with Field Crew Chairperson to coordinate props used during marching and winter guard



performances and contests. This includes loading, setup, staging, deployment and reloading.

*Time involved:* varies based on props, could be 10-30 hours a week before and during marching and winter guard season

**Percussion Liaison:** The Percussion Liaison shall help communicate and coordinate Band activities with the Percussion and assist the Percussion Director as needed. They are responsible for the following duties:

- Coordinates volunteers and meals at Drumline competitions/events. If additional volunteers are needed, send requests to the Volunteer Coordinator.
- Communicates weekly with percussion parents any additional information that pertains specifically to percussion.
- Communicates regularly with the Percussion Director regarding upcoming events, classes, private lessons.
- Assists and available for all performances.
- Works with the Vice President of Operations when Wakeland hosts any competitions/Event, representing the Wakeland Drumline to parents and providing Subject Matter Expertise on competitions/events.

*Time involved:* 8-10 hours during marching seasons, 2 hours during concert season, the estimated hours primarily include games and competitions.

**Photography/Video Chairperson:** The Photography/Video Chairperson will be responsible for organizing photography/video volunteers to cover Marching Band, Percussion (fall and winter competitions), Jazz and Winter guard events throughout the year. They are responsible for the following duties:

- Coordinates the video volunteers for Marching Season and Winter guard season, working with Director in getting them up on the social media they choose and to Directors if needed.
- Confirms photography and videographer volunteers, communicating with volunteers on how to get passes, upload photos and an idea of where they need to be at the event. Provide your contact information to volunteers. Coordinate with the Volunteer Coordinator as needed.
- Manages the Band photo/video site:
  - Creates a hidden gallery for volunteers and go through all photos first before moving it to the public gallery for said event
  - Sends link to the photographers so they can upload their photos in the event folder.
  - Is aware of certain contest rules that don't allow photography/video of the event to be added to the sites.
  - Gives Director access to high res photos for use with the Wakeland Band site or for other promotional purposes.
  - Works with the Vice President of Student Affairs regarding photos needed for the Banquet and/or memory book, if they will do one in the Spring, to make sure leadership and all sections are accounted for.
- Uploads Videos promptly to Director site and communicates with the Director(s) for this.
- Works with the Director(s) on getting the link for the Band SmugMug account on the band website and out to parents in the Director's weekly emails.

*Time Involved:* 5-6 hours per week during summer/fall, 3-5 during winter/spring

**Trip Coordinator:** The Trip Coordinator is responsible for all coordination of trips for the Wakeland Band and/or Guard for any event that involves overnight travel involving the appropriate board members coordinate responsibilities during the trip event.

- Coordinates with the Band/Guard Director(s) and Travel Agency when Wakeland sponsors a trip to ensure appropriate support personnel are in place.
- Coordinates with Travel Agent for ground transportation (buses) and hotel accommodations including but not limited to coordination with hotel management on arrival and departure.
- Works with Director(s) on rehearsal space/location acquisition and scheduling.

- Works with Director(s) and travel agent on agendas.
- Works with chairpersons across the Board (volunteer, food, chaperone, spirit wear, etc.) to execute what's needed for the trip.
- Works with Director(s) to ensure trip agreements have been communicated to the parents.
- Coordinates eligibility requirements to attend trips including but not limited to paid up to date and grade eligibility with Director(s) and Treasurer.

*Time Involved:* 16 hours for trip planning and variable during trips.