

Pace High School Band Boosters, Inc. Constitution and Bylaws
PACE HIGH SCHOOL BAND BOOSTERS, INC.

ADDENDUM II
STANDING COMMITTEES

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1.0 - Introduction	<p>The Pace High School Band Boosters, Inc. requires ethical conduct by each Volunteer and Elected Official engaged in fulfilling the mission of the Organization. The Organization requires that every Volunteer and Elected Official exhibit the highest standards of professionalism, honesty, and integrity. The services provided by The Pace High School Band Boosters, Inc. require impartiality, fairness and equity. All persons involved with Pace High School Band Boosters, Inc. activities must perform their duties under the highest standards of ethical behavior as outline in the Pace High School Band Boosters, Inc., Governing Documents. Violation of any of these principles shall subject the individual to disciplinary action or removal from the <i>Organization</i>, or other penalties as provided by law.</p>
2.0 - General Responsibilities of Standing Committee Chairs	<p><i>Chairpersons for the following committees shall be appointed by the President or by the Executive Committee Member to which he/she reports.</i></p> <p><i>Each Standing Committee Chair shall:</i></p> <ul style="list-style-type: none"> • <i>Report to the Booster President unless otherwise specified</i> • <i>Coordination, delegation of duties, and communications within your Committees</i> • <i>Contact the Membership/Volunteer Chair to secure committee members and volunteers for your respective committees if needed (A sign-up list may be placed at any General Meetings for your committee or event).</i> • <i>Plan and execute your respective jobs.</i> • <i>Coordinate the purchasing of all supplies or materials through the President or Executive Committee Member to which your committee reports unless otherwise specified</i> • <i>Contact the Publicity Chair to secure appropriate advertising for your event outside the organization.</i> • <i>Contact the Information Chair to distribute information within the Organization.</i> • <i>Inform the Executive Committee regarding the progress, concern, or needs of your Committee</i> • <i>Inform the General Membership regarding progress of your event and/or committee as often as is appropriate</i> • <i>Contact the 1st VP of Business Relations if donations are to be solicited for your event.</i> • <i>Be responsible for handling all monies collected or donated in accordance with appropriate accounting procedures approved by the Organizations Treasurer and</i>

	<i>Executive Committee.</i>
3.0 – Arts & Crafts Fair/Pace Family Fun Day	<ol style="list-style-type: none"> 1. Plan and the Annual Arts & Crafts/Family Fun Day Event 2. Solicit vendors for the event 3. Solicit donations in cooperation with the 1st VP of Business Relations 4. In cooperation with the Band Director secure the following items (may include other items as needed): <ul style="list-style-type: none"> – Venue – Power supplies – Turn off sprinklers if needed – Stage and placement of stage for entertainment – Sound system, etc. 5. Make arrangements for the following to include, but not limited to concessions, entertainment, games, appropriate fundraising activities, etc. 6. Review other duties as outlined in the Arts & Crafts/Pace Family Fun Day Notebook 7. Be responsible for all set-up and clean-up for the event 8. Reports to the 2nd Vice President of Ways and Means
4.0 – Concessions	<p><i>Two (2) Concessions Assistants will be appointed and shall assist the 2nd Vice President of Ways and Means as Concessions Chair in Concessions Management in one or more of the following areas as deemed appropriate:</i></p> <ol style="list-style-type: none"> 1. Inventory Control prior to and during concessions events 2. Order and pick-up of supplies 3. Coordinate with school administration for purchase of Pepsi products. 4. Coordinate with Pepsi-Cola Corporation representative for maintenance of fountain equipment. 5. Contact school cafeteria manager and other clubs to borrow equipment required for Concessions operations. Ensure that any borrowed equipment is cleaned and returned to its rightful owner. 6. Securing propane for sufficient each event 7. Obtaining and training concession stand volunteers in proper food handling and use of equipment 8. Preparation and wrapping or packaging of food for each event including, but not limited to hamburgers, hot dogs, or any other food item that may require preparation inside or outside the concession stands 9. Procurement of ice from sources outside of the school 10. Report broken or missing school equipment to the proper school administrator 11. Oversee set-up and clean-up for each event including each Concession stand and the surrounding area. 12. At the end of the season, ensure that all Boosters owned equipment is cleaned and properly stored in the Booster Storage Shed. Any remaining equipment not owned by the Boosters must be cleaned and returned at this time. 13. Reports to the 2nd Vice President of Business Relations
5.0 – Cooking Pit & Outdoor Preparation	<ol style="list-style-type: none"> 1. Coordinate efforts with Concessions Chair 2. Recommended number of helpers for each 3. Prepare grilled food item according to proper food handling procedures 4. Coordinate set-up and clean-up of the grill areas 5. Training of grill area volunteers, including proper food handling and use of equipment
6.0 – Front Ensemble	<ol style="list-style-type: none"> 1. Drive the band van. 2. The time commitment for this position is all Marching Band Season. 3. One helper is recommended for practices, five helpers are recommended for game nights. 4. Supervise the loading and unloading of band equipment. 5. Place mats on stands at home and away games for band students. 6. Job requires some moderate lifting. 7. Coordinate logistics for each event with the Band Director.
7.0 – Historian	<p>Collect and catalogue photos, news clippings, announcements, etc. for the Band and Color Guard.</p> <ol style="list-style-type: none"> 1. Organize refreshments for events, as requested by the organization, to include; but, not limited to Receptions, Middle School Band Nights, and Senior Night. 2. Be responsible for securing a venue, caterer, decorating, and making preparations for the Annual Banquet. 3. Set-up and clean-up for each event.

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9.0 – Information	<ol style="list-style-type: none"> 1. Work in cooperation with the President and Secretary of the Band Boosters to keep band booster members informed regarding meeting dates, issues, or other appropriate information, using as many different forms of communications needed to keep its members and parents up-to-date on all current and future events, needs, and activities associated with the band. 2. Coordinate with the Band Director to secure “Callouts” for Booster meetings and events.
10.0 – Membership/ Chaperones	<ol style="list-style-type: none"> 1. Serve as the Chairman of Membership and Volunteers. 2. This person shall promote membership in the organization in accordance with Article III of the Pace High School Band Boosters Constitution and By-Laws. 3. Aid Committee chairs in securing volunteers for events and fundraisers through personal contact. 4. Coordinate movement of pits instrument from band room to the football field and the place stadium mats in stands 5. In cooperation with the Band Director, secure and train chaperones for events as needed.
11.0 – Practice Watering/Lining Field	<ol style="list-style-type: none"> 1. Provide water for the Band and Color Guard for all practices and game events 2. Coordinate watering procedures and times for all practices and game events with the Band Director and Color Guard Director. 3. Obtain garbage bags and supervise the collection of trash after each event
12.0 – Publicity	<p>Contact the appropriate media in a timely manner to promote Booster events and goodwill of the corporation as directed by the President in cooperation with the Executive Committee, Standing Committee, and Other Committee Chairs.</p>
13.0 – Special Projects	<ol style="list-style-type: none"> 1. Organize and facilitate other fundraising projects including, but not limited to: Civic Center concessions, raffles, box tops, cell phones, printer cartridges, etc. 2. Reports to the 2nd Vice President of Ways and Means.
14.0 – Student Hospitality	<ol style="list-style-type: none"> 1. Coordinate and instruct volunteers 2. Plan menus, purchase supplies, prepare, or deliver “take-out” meals as requested by the Band Director 3. Provide meals or serve meals as needed for the band students and staff including, but not limited to Summer Camp lunches, snacks, and dinners 4. Be responsible for set-up and clean-up of each event
15.0 – Uniforms	<ol style="list-style-type: none"> 1. Distribute and maintain the uniforms under the direction of the band director 2. Maintain a tracking system for uniforms. 3. Maintain uniforms - including; but, is not limited to hemming, sewing buttons, washing gloves, or making minor repairs to other clothing. 4. Clean uniforms – including spot removal, washing, and drying of (assigned) uniforms for each performance and per care instructions provided by the committee chair. 5. Coordinate the fitting of uniforms for summer band to include shirts, shorts, and shoes 6. Prepare purchase orders for needed clothing articles. 7. Coordinate fitting of winter uniforms to include pants, jackets, gloves, hats, or other clothing items as needed. 8. Reports to the Band Director.
16.0 – Vehicle	<ol style="list-style-type: none"> 1. Secure and coordinate all events and times with the Band Director 2. Coordinate loading, unloading, and set-up with the Band Director when needed 3. Recruit and assign qualified drivers for trucks and trailer to transport Band and Color Guard equipment and instruments to all events 4. Maintain records of all service including; but, not limited to routine or scheduled maintenance, etc. 5. Report any items that require repairs not considered routine or scheduled to the Booster President
17.0 – Yard Sale	<ol style="list-style-type: none"> 1. Convene in January 2. Plan and execute the April Band Booster Yard Sale 3. Solicit and value donations 4. In cooperation with the Band Director secure the following items (may include other items as needed): <ul style="list-style-type: none"> – Event Date – Venue – Power supplies – Secure storage for donated items 5. Shall be responsible for all set-up and clean-up for the event