

Position Duties

Duties of the Volunteer Positions

This page describes in detail what each volunteer position does within the club. All positions help the kids in some way. Some are busy and involved and others only require a few hours of time. All of them are important though and your help is greatly needed and appreciated.

Elected Officers

Corporate Chair

Calls and presides over the Lakota Upbeat Club, Inc. annual meeting and any other Lakota Upbeat Club, Inc. called meetings. This position votes only to break a tie and can be an alumnus of the Lakota Upbeat Club, Inc. The Chairman acts as a liaison with the Lakota East Upbeat Club Division and the Lakota West Upbeat Club division attends school board meetings, maintains incorporation and non-profit status, and oversees the continued operation of the Lakota Upbeat Club, Inc.

President

The Presidents preside over the Lakota East Upbeat Club Division and the Lakota West Upbeat Club Division and Board of Directors meetings, votes only to break a tie vote, writes articles for the club newsletters and appoints committees as necessary and approved by the Board of Directors. The presidents are also authorized to sign checks on their Division's checking accounts in lieu of the treasurers.

VP West Campus

The Vice Presidents will represent their respective schools at Board of Directors meetings and act as liaisons. They will preside over meetings of their Upbeat Club Division and Board of Directors in the absence of their president and coordinate publication of their Division's newsletter. They will also arrange for an annual independent audit of their Division's financial accounts following the election of officers and before they take office in June. They are responsible for appointing a nominating committee in March of each year to select candidates for their Division's officers and chairpersons. Responsible for concert programs, trips, and band camp assisted by the volunteer chair.

Secretary

The Secretaries will take the minutes of the East and West Upbeat Club Division and Board of Directors meetings, distribute them to all officers and directors in a timely manner, provide a synopsis of the minutes for their Division's membership through the newsletter or other means of communication, submit donation information to the Lakota School Board annually, handle all Division correspondence and maintain the official papers and files of their Division.

Treasurer

The Treasurers are responsible for the collection of dues, fees, donations, and other income and the prompt payment of expenses previously approved by the memberships, or in case of emergency needs, by at least two club division officers. The Treasurers are responsible for establishing and maintaining their Division's checking and saving accounts and provided monthly reports to membership on their Division's financial status. The Treasurers maintain individual band and auxiliary student records of payments and credits.

VP Freshman Campus

The Vice Presidents will represent their respective schools at Board of Directors meetings and act as liaisons.

Committee Chairs

Communications Publicity

1. The communications chairpersons are responsible for coordinating all communications related to their Divisions, including:

- a. Publicity (newspaper, radio, television and other media promoting the Lakota East Upbeat Club Division and the Lakota West Upbeat Club Division and band program activities and accomplishments).
- b. Newsletter
- c. Website
- d. Other communication vehicles.

They are also responsible for ensuring that the Divisions are reasonably consistent in their approaches toward communication and for soliciting feedback from the various constituents to ensure that the communication is effective.

Color Guard/Winter Guard

The color guard/winter guard chairpersons will represent their respective schools at Board of Directors meetings, facilitate communication between the Lakota East Upbeat Club Division and the Lakota West Upbeat Club Division and color guard parents, coordinate fund raising activities, as well as assist the color guard/winter guard directors in various tasks.

Fund Raising Administrator

The fund administration chairpersons are responsible for coordinating the fund-raising activities of the clubs at their respective schools, assisting committee personnel to ensure successful fund-raisers, and working with the treasurers to coordinate financial activities for band program events at their schools.

Membership	The membership chairpersons work with members and potential members to sustain active club memberships. The chairpersons maintain a master listing for the band program student names, addresses, phone numbers, and other profile information.
Uniforms	The uniform committee chairpersons have overall responsibility for band and auxiliary uniforms and accessories excluding field commander uniforms, at their respective schools. This includes fitting, ordering, cleaning, repairing, alterations, stocking and storing of the uniforms and accessories as well as maintaining records of uniform numbers, sizes and accessories assigned to each student.
 Activity Leaders	
Band Camp Coordinator	Assist the VP to coordinate all band camp activities, including but not limited to: planning, securing venue, coordinating all activities, revising handbook as necessary, securing vendors, purchasing, maintaining budget, coordinating volunteers, working with directors, safety, equipment, and wrap up.
Band Nurses (2-3)	Travel with the band (band camp, competitions, trips) to provide general first aid. Dispensing of medication is only an included duty if you are also a Lakota employee or on the licensed substitute list AND take a training class. (It is not difficult, but requires processing to become a sub) We need "medication dispensers" as well as "nurses."
Bus Chaperones	Coordinator organizes the chaperones for away games and marching band competitions. Makes sure that bus chaperones have student lists and specific trip instructions. Chaperones check students onto buses, release students to parents at event if not taking bus home, and keep general order on the bus.
Calendar	Get calendar events (Jazz, Guard, Concert, MB) from the directors/committee chairs and enter them into the web site calendar functionality so that band families can stay up to date with events.
Concert Programs	Assist the VP to create concert programs for all band events: Marching Band, Concert Band, Jazz Band, and other special band events throughout the school year.
Jazz Dance Coordinator(s)	<ul style="list-style-type: none"> • Work at the dance – just that evening – 2 hr a shift • Refreshment chairman for the dance – 1-2 meetings prior to the dance and responsible for coordinating refreshments and helping setting up refreshment area the day of the dance and being there all evening. • Worker coordinator – in charge of scheduling all workers needed for the dance. Most of the work can be done via internet and email. 1-2 meetings with rest of committee. Coordinate workers the night of the dance. • Decorations chairman – coordinate and decorate cafeteria for dance. 1-2 meetings prior to the dance. Available during the day of the dance to decorate and available to take down decorations at the end of the dance. • Coat check chairman – organize coat check area and workers for the evening.
Kroger Cards	Keep apprised of any changes to the program, publicize the program, coordinate annual registration drive, assist members in annual registration process, work with Kroger to get lists of registered members, maximize registration, track results.
Mattress Sale	Work with Mattress vendor to get information and publish to website and community in advance of the sale. Recruit volunteers and organize them the day of event to advertise and run the sale.
Pancake Breakfast Coordinator(s)	<ul style="list-style-type: none"> • 3-4 meetings prior to the event, responsible for coordinating supplies, volunteers, donations, purchasing items, sales, advertising, and helping setting up the event the day before and day of the event and being there all morning. • Worker coordinator – in charge of scheduling all workers needed for the event (special volunteer for this). Most of the work can be done via poster sign up and phone for kids. 1-2 meetings with rest of committee. Another volunteer will coordinate workers at the breakfast, signing them in and giving them job descriptions. • Work at the Event – ~6am - 1pm (startup - clean up) • Set up the kitchen and decorate cafeteria the day before. Move supplies into kitchen. Put condiments out on tables in advance. • Stage beverage areas, hostess area, listening only area, and "stage" area the night before. • Coordinate adult volunteers day of event. • Clean up after event.
Pancake Breakfast Main Street Market	<ul style="list-style-type: none"> • 3-4 meetings prior to the event, working with the Pancake Coordinators and team, helping to set up the event the day before and day of, and being there all morning. • Contact vendors to participate in the Main Street Market to purchase a "booth/table." • Basket Raffle – Coordinate donations to put into "baskets" or complete baskets for raffle. Time collecting items and contacting former donors to ask if they'll donate items, putting baskets together. • Work at the event – ~6am - 1pm (startup - clean up) • Make sure the vendors are fed by the students and that any needs are taken care of. • Make sure the vendors pay.

Photographer	Travel with band to events (pre/post band camp, events, competitions, games, concerts, trips, etc.) to take pictures. Provide pictures for website, DVDs, awards, slideshows, and other special events. Creativity and imagination are welcome.
Pit Crew Chief	Activities include but are not limited to: Organize/Manage Pit Crew (phone tree, schedule, badges, meetings), Move instruments (load/unload, fuel/drive/maintain vehicles), create pit map, assign parents to instruments, instrument/podium/stand set up, competition entrance/exit, repair band equipment, create props, lead work projects, maintain pit crew shed, meet/greet visiting band volunteers, coordinate with other Upbeat committee chairs on road trips.
Scrip Cards	Create the monthly list of cards available for purchase, advertise cards for purchase, take orders and collect money, deliver cards/ensure delivery, credit profits to band.
Solo & Ensemble	Coordinate activities for this event in Jan/Feb including but not limited to: soliciting & training volunteers, preparing materials (maps, etc), assisting judges, feeding judges, running concessions (fundraiser), providing info, keeping the event running.
Spirit Wear	Coordinate spirit wear, take orders, collect money, distribute items, sell at band camp finale, Band concerts, various school events.
Split the Pot	Coordinator organizes ticket sellers during the 1st half of the 5 home football games. 2-3 hrs/game – sellers can work 1 game or all 5 or anywhere in between. Can also include other events like Jazz 'N Cakes.
Student Accounts	Take payments that are collected through Paypal and properly apply to Student's accounts in Charms. Also handle Ledger transfer requests.
Tag Day Coordinator	One day event where marching band students go door to door in neighborhoods asking for uniform donations. Coordinator organizes materials, drivers, money counters, and students.
Taste for Music	Work with local restaurants to get a percentage of a day's/time's sales total donated to the band. Distribute/post pdf (if needed). Advertise on website, band email, school email. Follow up after event. One event per month if possible.
Third Qtr. Refreshments	Coordinate volunteers and refreshments for Marching Band at home football games.
Trip Coordinator	Assist the VP to plan details of specific trips, including but not limited to: securing lodging, transportation, food, room/mate assignments, chaperones, equipment/logistics, insurance, medical, permissions, payments, itinerary, communication, etc.
Video Crew/DVD	3-5 hours per event taking pictures or running video cameras. (Football games, concerts, etc.)
Webmaster	Run website. Volunteers needed to help gather/process information, verify accuracy, and provide stories and pictures describing what each band is doing. Get information and updates transferred to the website. Can be busy in the crunch times.