



# Job Descriptions

All positions under the direction of the Supervisor of Instrumental Music and His/Her Direct Reports  
Broken Arrow Parent Organization, OK, Updated 2006

## President:

1. Provide leadership, training, instruction, and troubleshooting
2. With the aid of the Board, identify nominees for positions
3. Primary interfaces with directors – liaison between parents, volunteers, and chaperones with directors
4. eNews Coordinator
5. Website Coordinator
6. Communications
7. Develop, provide agenda, and conduct a minimum of 4 general BPA meetings during the school year
8. Determine quorum exists at BPA meetings during voting events
9. Coordinate and manage major booster events (ex. DCI)

## VP Functions:

1. Maintain list of authorized activities qualifying for volunteer hours
2. Define the format and requirements for timesheets
3. Provide timesheets to Officers or their appointee for collection of volunteer hours
4. Maintain tracking of volunteer hours
5. Provide list of qualifying volunteers to band directors for chaperone determination
6. Notify and provide trip documentation to qualified chaperones
7. Oversee Section Parents Manager
8. Determine needs, purchase order requirements, and ordering of food for trips, varsity football games, and other events (excluding concessions)
9. Oversee Yearbook/Video positions
10. Oversee Hospitality positions
11. Celebrations (ex. Pride Rush, Pride Banquet, Senior Night, Receptions)
12. Oversee Uniform management position
13. Oversee Flag sewing manager position
14. Oversee OSSAA, DCI, OBA, sponsored events coordinators
15. Successor to President, if needed

## VP Fundraising:

1. Ensure BAPS fund-raising and cash management rules are followed
2. Design and select vendors and fund-raising programs with approval of the band directors
3. Principle contact for fundraising items
4. Create fund-raising events calendar



5. Provide accounting of fundraisers to Student Account Manager and Band Secretary within 5 days of end of fundraiser events
6. Submit fund-raiser applications to the Activities director by specified dates in October, March, and May. This includes applications for #819 Band Concessions, Student Accounts #820 and Band Booster/Spirit #962
7. Ensure receipts for all fundraisers (including booster account fundraisers) are provided to Band Secretary timely
8. Oversee Non-school sponsored events coordinators (i.e. Expo events coordinator)
9. Oversee Stadium cleanup coordinator, Spirit/Booster Sales Chairman (including picture button and contest tape sales), Catalogue Chairman, and T-Shirt Chairman (including show shirts)
10. Budgeting for annual plan in cooperation with other officers
11. Provide timely accounting of volunteer hours for self and all Fund-raising Chairmen to VP Functions
12. Successor to president in absence of VP Functions

#### **VP Sales & Marketing:**

1. Corporate sales & marketing
2. Sets direction, planning, recruiting, and training for band parents in corporate sales
3. Printed material and advertising development
4. Ensures approval of all advertising (fliers, handouts, etc.) has been received and are compliant with BAPS rules before distribution
5. Communication of corporate sales initiatives to BABPA members
6. Provide timely accounting of volunteer hours to VP Functions

#### **VP Concessions:**

1. Direct and supervise concession function
2. Recruiting, training, and scheduling stand managers for all events
3. Providing periodic oversight during events
4. Distributing and collecting key sets to facilities
5. Purchasing and inventory
6. Ensure approval for purchasing and required PO's have been completed before purchase is made
7. Ensure receipts for purchases are turned in to Band Secretary within one week of the purchase date
8. Maintaining, supplying, and filing forms and records
9. Maintain records of # of patrons and volunteers for planning purposes
10. Maintain & post in all concession stands approved policies regarding worker age, health safety, complimentary food & beverage, and other policies deemed necessary
11. Provide timely accounting of volunteer hours to VP Functions

#### **VP Operations:**

1. Field preparation and operations
2. Build and maintain equipment
3. Semi loading / unloading
4. On and off field management
5. Provide timely accounting of volunteer hours to VP Functions



### VP Alumni:

1. Collect and organize BABPA contact database
2. Plan & organize Alumni events
3. Recruit alumni to assist BABPA in special events

### Treasurer:

1. Assist Band Secretary on Treasury functions
2. Recruiting, training, and assist Band Secretary in scheduling of cashiers for all events
3. Oversee Cashiers/Seconds
4. Maintaining, supplying, and filing forms and records
5. Assure compliance of BAPS rules regarding cash handling
6. Bank deposits for concession/special events
7. Provide timely accounting of volunteer hours to VP Functions

### Controller:

1. Assure compliance with BAPS and Volunteer Handbook Guidelines with respect to all cash handling and fundraising functions
2. Oversee Student Accounts Manager duties
3. Oversee Secretary duties
4. Organizational structure planning & reporting
5. Maintain Guidelines, Bylaws & standing rules, Officer handbooks/procedure manuals, organizational chart, and job descriptions
6. Develop and maintain job procedures as deemed necessary by directors and fellow officers
7. Provide timely accounting of volunteer hours to VP Functions

### Student Accounts Manager:

1. Maintain account balances for all Pride, Tradition, and concert band members
2. Provide account balance information to Band directors and Band Secretary on an as needed basis
3. Provide statements of account balances to members and/or reply to requests for balance information
4. Receive payments for non-sponsored events (ex. Expo) and provide proper accounting designating affected student accounts to Band secretary.
5. Submit accounting and payment within 5 days of receipt of payment to the Band secretary.
6. Record Pride and Tradition student account payments deposited by Band Secretary in a timely fashion (Student account payments are to be received by the Band Secretary and/or appointed officer or Band director in the Band Secretary's absence)
7. Provide timely accounting of volunteer hours to VP Functions

### Secretary:

1. Assist Band Secretary and Controller with maintaining proper paperwork
2. Maintain association non-financial records
3. Prepare Minutes of BPA General Meetings and submit to directors timely
4. Assure compliance of BAPS policies providing volunteer applications and affidavit of felony conviction forms at BPA general meetings and in concession stands. Collect completed forms and submit to Band Secretary.



5. Provide timely accounting of volunteer hours to VP Functions

6. Liaison for VP Alumni

#### Section Parents Manager:

1. Recruit Intermediate High school parents to volunteer for 3<sup>rd</sup> quarter feeding of Pride and Tradition members at all varsity football games

2. Assist VP Functions as deemed necessary

3. Provide timely accounting of volunteer hours to VP Functions

#### Uniform Managers:

1. Recruit section parents for cleaning uniforms

2. Coordinate check-out and check-in of uniforms with Band directors

3. Assess proper fit and repair uniforms if deemed necessary

4. Provide uniform supplies (gloves, etc.) for purchase

5. Provide timely receipts and accounting of uniform supply sales to Band Secretary

6. Provide timely accounting of volunteer hours to VP Functions

#### Flag Sewing Manager:

1. Work with Guard directors on design and development of flags

2. Prepare schedule of sewing hours

3. Recruit volunteers

4. Provide timely accounting of volunteer hours to VP Functions

#### Trip Food Purchasing Manager:

1. Complete required PO's and submit to Band Secretary before purchase has been made

2. Develop schedule to ensure food available before all varsity football games for Pride members, 3<sup>rd</sup> quarter varsity football games for Pride & Tradition members, and other events as necessary

3. Coordinate with BAPS vendors

4. Ensure volunteer and affidavit of felony conviction forms for vendors have been completed before purchase is made

5. Receive and distribute food

6. Recruit volunteers to assist with food distribution

7. Provide timely accounting of volunteer hours to VP Functions

#### Yearbook/Video:

1. Video all Pride performances and provide CD's to Band directors

2. Provide CD for each bus of performance for viewing on overnight bus trips

3. Video as many Pride practices as possible

4. Prepare Awesome video displaying the Pride during the season for booster account fundraiser

5. Provide timely accounting of volunteer hours to VP Functions

#### Hospitality:

1. Work with Band directors and Band secretary to ensure judges lodging and qualifying meals are provided

2. Complete PO's and submit to Band secretary before any purchases are made

3. Provide timely accounting of volunteer hours to VP Functions

#### OSSAA/OBA:



1. Work with directors and officers
2. Develop needs and recruit volunteers
3. Provide timely accounting of volunteer hours to VP Functions

#### Senior Night:

1. Determine date event is to be held (after home varsity football game)
2. Reserve designated room with BAPS
3. Plan and organize evening activities
4. Develop needs and recruit volunteers
5. Complete PO's and submit to Band secretary before any purchases are made
6. Provide timely accounting of volunteer hours to VP Functions

#### Catalogue Sales Manager:

1. Assist VP Fundraising and Band directors in analyzing catalog choices
2. Pre-number catalogue's before distribution to be used for tracking and planning purposes
3. Distribute catalogue to Pride and Tradition members
4. Collect catalogue sales from Pride and Tradition members and prepare accounting designating affected student accounts to Band secretary.
5. Submit proceeds and accounting to the Band Secretary within 5 days after the end of the event
6. Complete Gross Profit form and submit to the Band Secretary within 5 days after the end of the event
7. Provide timely accounting of volunteer hours to VP Functions

#### Car Wash Manager:

1. Assist VP Fundraising and Band directors in analyzing car wash locations, planning, and assignment of members/volunteers
2. Establish and maintain relationship with vendors
3. Complete PO's and submit to Band secretary before any purchases are made
4. Purchase supplies (soap, buckets, hoses, towels, water/pop, ice chests, etc.) deemed necessary by the Band directors
5. Provide timesheet, cash collection bag/jug, and car wash supplies to designated car wash locations and assigned members/volunteers
6. Provide timely accounting of volunteer hours to VP Functions

#### Booster Sales Manager:

1. Assist VP Fundraising and Band directors in determination of booster sale items
2. Complete PO's and submit to Band secretary before any purchases are made
3. Attend all general BPA meetings and set up area to sale items
4. Prepare Booster Sale Log for sales of \$4.99 or less
5. Record sales less than \$4.99 on Booster Sale Log
6. Prepare duplicate receipt for sales of \$5.00 or greater and provide one copy to purchaser
7. Submit payments, Booster Sale Log, and 2<sup>nd</sup> receipt copy to the Band secretary at the end of all general BPA meetings
8. Maintain inventory of booster sale items
9. Provide timely accounting of volunteer hours to VP Functions



### Corporate Sponsorship Manager:

1. Assist VP Fundraising, VP Marketing, and Band directors in analyzing corporations to contact for sponsorship of the BAPS band program
2. Maintain relationship in effort to receive continued sponsorship
3. Develop, plan, and distribute sponsor awards (ie. DCI tickets based upon amount contributed)
4. Provide timely accounting of volunteer hours to VP Functions

### Flea Market Manager:

1. Assist VP Fundraising and Band directors in analyzing flea market locations
2. Establish and maintain relationship with vendors
3. Complete PO's and submit to Band secretary before any purchases are made
4. Purchase supplies (signs, markers, chalk for designating spaces, water/pop, ice chests, etc.) deemed necessary by the Band directors
5. Provide timesheet, cash collection bag/jug, and flea market supplies to designated flea market locations and assigned members/volunteers
6. Provide timely accounting of volunteer hours to VP Functions

### Parent Clothing/Show Shirts:

1. Assist VP Fundraising and Band directors with design of parent clothing/show shirts
2. Prepare Order form and provide to Band secretary for distribution
3. Receive completed order forms from the Band secretary (payments are to be submitted to and deposited by the Band secretary and/or an appointed officer in the Band secretary's absence)
4. Complete PO's and submit to Band secretary before any purchases are made
5. Distribute parent clothing/show shirts (completed order form used for receipt of payment returned to purchaser)
6. Provide timely accounting of volunteer hours to VP Functions

### Show Buttons:

1. Take picture of Pride members on uniform check-out day
2. Assist Band directors with design of show buttons
3. Prepare Order form and provide to Band secretary for distribution
4. Receive completed order forms from the Band secretary (payments are to be submitted to and deposited by the Band secretary and/or an appointed officer in the Band secretary's absence)
5. Complete PO's and submit to Band secretary before any purchases are made
6. Distribute show buttons (completed order form used for receipt of payment returned to purchaser)
7. Provide timely accounting of volunteer hours to VP Functions

### Paid/Special Events Manager:

1. Assist VP Fundraising and Band directors in analyzing paid/special events vendors
2. Establish and maintain relationship with vendors
3. Develop needs and recruit workers
4. Provide listing of workers and hours scheduled to Student Account
5. Manager to verify payment is received from vendors
6. Provide timely accounting of volunteer hours to VP Functions

### Stadium Cleanup Manager:



1. Assist VP Fundraising and Band directors in analyzing/determining number of workers required for each event
2. Oversee stadium cleanup coordinators
3. Provide listing of number of workers needed and assign a Stadium cleanup coordinator to each event
4. Complete PO's and submit to Band secretary before any purchases are made
5. Purchase supplies/equipment (trash bags, gloves, brooms, lawn blowers, etc.) deemed necessary by the Band directors
6. Maintain security and monitor working condition of stadium cleanup equipment
7. Receive timesheet of hours worked from Stadium Cleanup Coordinators the day following the event worked
8. Provide accounting of hours worked/student receiving credit to the Band Secretary and Student Accounts Manager the day following the event worked
9. Provide timely accounting of volunteer hours to VP Functions

#### **Stadium Cleanup Coordinators:**

1. Assist Stadium Cleanup Manager in analyzing/determining number of workers required for each event
2. Recruit workers for events assigned to by the Stadium Cleanup Manager
3. Be present at all assigned events or notify Stadium Cleanup Manager of backup attending or backup needed
4. Monitor, assign work, and provide stadium cleanup supplies to assigned workers
5. Maintain timesheet of hours worked and student receiving credit for hours worked
6. Submit timesheet to Stadium Cleanup Manager the day following the event

#### **Dine Out Manager:**

1. Assist VP Fundraising and Band directors in analyzing dine out locations
2. Establish and maintain relationship with vendors
3. Complete PO's and submit to Band secretary before any purchases are made
4. Purchase supplies (signs, markers, advertising, etc.) deemed necessary by the Band directors
5. Provide listing of all dine out locations and date of events to VP Fundraising for announcement at the general BPA meetings
6. Provide timely accounting of volunteer hours to VP Functions

#### **Purchasing Manager:**

1. Appointed by the Vice President of Concessions under the direction of the Supervisor of Instrumental Music
2. Responsibilities extend to the entire Concessions operation of the Tiger Home & Visitor Stand and Kirkland
3. Inventory the stand stock levels regularly and maintain adequate levels of all Concessions items to be sold and supplies necessary for maximum sales and operation of the Concessions stands
4. Maintain accurate purchase order and invoice records for Concessions
5. Assure timely turn in of purchase orders and invoices to Secretary of Instrumental Music
6. Coordinate with the Vice President of Concessions and the Concession Stand Managers to maintain an accurate accounting of all items to be sold at the Concessions



7. Acquire products as requested by Concession Stand Managers in a timely manner
8. Receive or make delivery arrangements for all ordered items for the Concessions area
9. Provide current cost of all items to be sold in Concession areas
10. Assist the VP of Functions in purchasing of food & drinks necessary to feed the band, under separate PO's from Concessions
11. Assure proper rotation of all perishable food items on a FIFO basis
12. Provide an accurate accounting of all expenses to the Treasurer or authorized school representative
13. Get approval of all expenditures from the Supervisor of Instrumental Music through the Secretary of Instrumental Music

#### Concession Recruiters/Callers:

1. Assist VP Concessions in analyzing/determining number of volunteers required for each event
2. Recruit volunteers for all events assigned to by the VP Concessions or notify VP Concessions of backup recruiter/caller or backup needed
3. Provide timely accounting of volunteer hours to VP Functions

#### Set-up Manager:

1. Appointed by the Vice President of Concessions under the direction of the Supervisor of Instrumental Music
2. Responsibilities extend to the entire Concessions operation of the Tiger Home & Visitor Stand and Kirkland
3. Be onsite early enough prior to an event to complete set-up of all Concessions items to be sold and supplies necessary for maximum sales and operation of the Concessions stands
4. Be an alternate to receive or make delivery arrangements for all ordered items for the Concessions area
5. Assist the VP of Functions in Set-up of food & drinks, and support equipment necessary to feed the band
6. Assure proper rotation of all perishable food items on a FIFO basis
7. Assist the Purchasing Manager in the successful completion of their duties

#### Stand Managers:

1. Appointed by the Vice President of Concessions under the direction of the Supervisor of Instrumental Music
2. Oversee the operations of the Concessions Stands during events, and to provide leadership and direction to the volunteer or paid event workers
3. Oversee routine cleaning & sanitization of Concessions stands
4. Know the policies and procedures of the BAPS and BABPA and to follow, communicate and enforce all these policies and procedures to all Concessions workers
5. Inventory regularly and communicate adequate stock levels of all items to be sold and supplies necessary for sales in the Concessions stands to the Concessions Purchasing Manager
6. Communicate with Vice President of Concessions and Purchasing Manager on a regular basis to ensure that stands are stocked and equipment and facility maintained to allow for maximum sales and efficiency of service





7. Be in possession of a current Food Handlers Card and to follow, communicate and enforce all mandates and policies of the Tulsa County Department of Health
8. Communicate in a timely manner to the Asst to the VP Concessions, the anticipated number of workers needed for each event
9. Open, close and oversee the function the Concession stand and function as a support person during the hours of operation.
10. Train all volunteers in the position that they will be working for the duration of time to be served
11. Inquire if the volunteer has a Food Handlers Card and is knowledgeable of the policies required by the Tulsa County Department of Health
12. Keep record of the concession workers, both paid and volunteer, and make sure event time sheets (sign in sheets) are turned into the Asst to the VP Concessions (for volunteer hours) and the Student Account Manager (for posting monies earned)
13. Communicate with Concessions Purchase Manager promptly on the needs/items to purchase to allow time to order and receive product in stands
14. Be onsite early enough to complete opening procedures and stay to complete closing procedures or assign a representative
15. Direct the re-stocking all food items and supplies after the completion of an event
16. Assure proper rotation of all perishable food items on a FIFO basis

#### **Cashiers/Seconds:**

1. Perform cashier/second duties as assigned by the BPA Treasurer
2. Attend all events assigned by the BPA Treasurer or notify BPA Treasurer if backup is needed (Do Not Recruit Backup – Notify BPA Treasurer)
3. Assure compliance of BAPS rules regarding cash handling
4. Sign timesheet provided at assigned events for recording of volunteer hours

#### **Corporate Sponsor Coordinator:**

1. Work with VP of Sales & Marketing to monitor & track corporate sponsorships
2. Use Excel to list, track & monitor all corporate sponsors
3. Communicate & work w/ Band Secretary on New & Existing Sponsors
4. Invoice existing sponsors
5. Maintain Mailing list for Sponsors
6. Track DCI Program Adds
7. Track Trailer Sponsors & listing Dates
8. Track Website Sponsors Listing Dates
9. Communicate w/ Webmaster on Web listing insert & Delete
10. Identify Sponsor Announcements for Pride/ Tradition Performances
11. Work with Students to communicate with their sponsors

#### **Public Relations Manager:**

1. Attend the Middle School and I-High parent meetings to speak and recruit on behalf of the BPA
2. Coordinate with Keith Isbell or his designee of the Broken Arrow Public Schools Communications Department to develop and cultivate contacts with the media, local editors, etc.
3. Represent the BPA, Pride, the School, etc., before the community
4. Communicate to the media every good event that transpires with our kids



## Chaperones:

1. Flexibility
2. Job description provided by VP Functions upon designation as chaperone (may vary depending on trip destination, length of trip, etc.)

