

Committees

The **President** appoints the Directors of the four main large committees with input from the rest of the board immediately following the election. They serve on the Executive Board and select sub-committee chairs for the various activities and events in their area. For any projects that are large and time-consuming, such as Breakfast with Santa or the Spring Concert, it is a good idea to have a job shadow or understudy who will take over the following year. Co-chairing is acceptable as the work can be shared, however, we will not appoint husband and wife co-chairs. Many of the sub-committees will have several people involved with an activity.

The **Operations and Transportation** committee takes care of equipment and trip activities. This committee will handle the equipment truck, sets up, making of props and assist for performances. Truck drivers drive the truck and must be CDL certified. Props are constructed as needed. Mr. Ruiz handles itineraries (Call Sheets) and coordinates logistics with this committee. This committee will help with trip, food, housing, and handle either bringing food or finding places to go to eat and hotels if needed on the road.

The **Student Activities** committee is responsible for the various activities which directly involve or affect the student members. The *Area Captain Coordinator* assists the fundraiser events by working with the student band/orchestra president and Mr. Ruiz to put students on teams, recruit parent team leaders to collect money and coordinate the student groups. These groups remain constant for all fundraisers to keep it simple. It is ideal to have a *Nurse* or *Doctor* with the groups, on trips, at competitions and at festivals. Color Guard, Winter Guard and Winter Line have a parent coordinator to assist the Band, Guard and Percussion Director at shows and on trips. Refreshments and water are made available before and/or after performances. Uniforms for Marching Band and Concert Band (if used) are handled by the Band Boosters including fitting, assigning, cleaning, storing and collecting. The *Volunteer Coordinator* keeps a roster of all Band Boosters and their participation in activities and assists chairs in recruiting workers. The *Rookie Liaison* coordinates activities for helping the rookies get acclimated such as Rookie Night meeting for parents, Rookie Buddies (parent and student) and information sheets.

The **Public Relations** committee manages the publicity for DRHS Instrumental Music Department performances and the many communication vehicles utilized. These include a monthly email newsletter, the website, social media, the phone chain (a purchased service that contacts all listed members with one phone call regarding last minute updates, arrival times, etc.). The *Historian* and *Photographer* keep records and other historical data, and make them available at events. Photos are available through the website. *Hospitality* presents refreshments at meetings and other events. See [Charms](#) Office Assistant for one of the management programs used by bands.

The **Finance** committee is responsible for the budget, yearly audit and coordinates all fundraisers with the collaboration of the treasurer. He/she makes reports to the Board regarding the progress of the various events. This committee will plan, carry out and provide opportunities for funds to be raised. For example, the parent portion of Breakfast with Santa, Car Washes, Spring Concert, restaurant events or any other businesses which sponsor “Band Nights” and donate part of the proceeds to the band. It is suggested great care be taken in regards to the *time commitment involved in fundraisers* for both the students and parents. This committee should make efforts to avoid overburdening people with already busy schedules and projects which do not generate *substantial amounts of money*.

Collection of funds will be carefully monitored and follow appropriate laws and IRS rules to maintain our 4013C not-for-profit status.