

2017-2018 Nominating Form

Paschal Band Boosters

We are accepting nominations for the 2017-2018 Paschal Band Booster Club. You may nominate yourself or others for positions. Nominations will be taken until **Monday, March 6, 2017**.

To submit your form:

Complete and email it to: nominations@paschalpanthers.org; or

Take a picture of your completed form and send to nominations@paschalpanthers.org; or

Drop a hard copy in the PHS Band Hall lock box; or

Mail to: Paschal Band Boosters, Paschal High School Band Department, 3001 Forest Park Boulevard, Fort Worth, TX 76110

Nominee Name: _____

Nominated Position(s): _____

Best Contact Phone Number: _____

Email Address: _____

Please circle the position(s) of interest or list in the Nominated Position(s) line above.

EXECUTIVE COMMITTEE (*elected board positions)

*PRESIDENT

*1ST VICE PRESIDENT

*2ND VICE PRESIDENT

*SECRETARY

*TREASURER

*ASSISTANT TREASURER

*PARLIAMENTARIAN

MEMBERSHIP

COMMUNICATIONS: Website

SOCIAL ACTIVITIES: End-of-year Band Banquet and other activities

VOLUNTEERS

EXECUTIVE COMMITTEE (non-elected/ ex officio)

PAST PRESIDENT

DIRECTORS

NON-EXECUTIVE COMMITTEE CHAIRS

ALUMNI RELATIONS COORDINATOR

CHAPERONE COORDINATOR

COLOR GUARD REPRESENTATIVE

FRESHMAN PARENT LIAISON

EVENT SNACK COORDINATOR

HISTORIAN

INSTRUMENT TRANSPORTATION AND LOGISTICS

MIDDLE SCHOOL RELATIONS AND RECRUITING COORDINATOR

PASCHAL PTA BAND REPRESENTATIVE (Appointed by PHS PTA Executive Board)

SCHOLARSHIP

FUNDRAISING COMMITTEE CHAIRS

- Big Band Dance
- Gift Market
- March-a-thon
- Physicals
- Restaurant Nights
- Spirit Items

POSITION DESCRIPTIONS

EXECUTIVE COMMITTEE MEMBERS:

PRESIDENT

The President shall be responsible for leading the strategic direction of the organization and shall preside at all meetings of the organization and of the Executive Committee, shall be a member ex-officio of all committees except the Nominating Committee, and shall perform such other duties as may be hereinafter prescribed or assigned to him/her by the Executive Committee. The President shall also work closely with the Band Directors and interface as appropriate with FWISD personnel in coordinating activities and events.

1ST VICE PRESIDENT

The 1st Vice President shall act as an aide to the President, and shall perform the duties of the President in the absence of that officer. This position shall also oversee all band items related to needs of the students during marching band season, e.g., uniforms, chaperones, liaison with freshman parents, and will instruct/supervise/coordinate with the chairmen assigned to those positions.

2ND VICE PRESIDENT

The 2nd Vice President shall oversee fundraising and long-term financial development efforts of the organization. This position shall also be responsible for ongoing fundraising needs and activities as well as cultivating relationships with corporate/business donors and sponsors.

SECRETARY

The Secretary shall keep an accurate record of all meetings, prepare meeting agendas in advance for all meetings of the organization, and shall perform such other duties as may be delegated by the President. The Secretary shall also distribute meeting agendas to all board members prior to each meeting.

TREASURER & ASSISTANT TREASURER

The Treasurer shall keep accurate records of receipts and expenditures (as set forth in the Standing Rules Attachment B), and shall pay out funds only as authorized and directed by the membership at a regular meeting or by action of the Executive Committee within limits specified in Section 7 of the Bylaws of the PTO. All disbursements shall be by check or cash with a voucher. The Treasurer shall present a statement of account at every meeting and shall make a full written report at least annually, which will include a summary of receipts and a listing of major expenditures. This report should be suitable for inclusion in a report of accomplishments at the end of the year.

PARLIAMENTARIAN

The Parliamentarian shall serve as an advisor to the other officers and directors in the rules and usage of the Constitution and By-Laws of the organization, and shall be responsible for writing any revisions needed to these documents and preparing them for presentation to the Boosters for approval.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve primarily in an advisory capacity unless elected or appointed to an official position to aid in the continuity of action toward the goals of the organization. The Immediate Past President does not have to be a current Regular member of the PTO.

NON-EXECUTIVE COMMITTEE CHAIRS:

ALUMNI RELATIONS COORDINATOR

The Alumni Relations Coordinator shall be responsible for planning events and activities to enhance relationships with past members of the Band and the organization.

CHAPERONE COORDINATOR

The Chaperone Coordinator shall be responsible for training volunteers who chaperone band students. They will coordinate their placement for events, ensuring that all preparations are ready for football games and contests.

COLOR GUARD REPRESENTATIVE

The Color Guard Representative shall be responsible for coordinating band activities and fundraising with color guard members and parents to foster a collaborative relationship with the band.

HISTORIAN

The Historian shall be responsible to record on video and in photographs all activities, highlights, and mementos of the organization and the band during the school year.

INSTRUMENT TRANSPORTATION AND LOGISTICS

The Instrument Transportation Chairperson individually, or through a committee, shall be responsible for overseeing the loading and transportation of band instruments and related equipment to and from all band engagements. The person shall also be responsible for leading the team to outfit and maintain the trailer and shall work with the Band Directors to arrange for trucks to pull the trailer to games and contests.

MEMBERSHIP

The Membership Chairperson individually, or through a committee, shall prepare and direct individual and business membership drives, prepare membership lists of individual Regular members, Business members, Associate members, Alumni members, and Honorary members.

MIDDLE SCHOOL RELATIONS AND RECRUITING COORDINATOR

This Coordinator shall be responsible for planning events and activities to enhance relationships with pyramid middle schools and elementary schools and developing marketing and promotional materials to recruit new members to the Paschal Band.

PASCHAL PTA REPRESENTATIVE

The Paschal PTA Representative selected by the PTA taking into consideration interest from the Band Parents; shall be responsible for fostering a relationship with Paschal High School Parent Teachers Association by attending regularly scheduled meetings of the PTA, reporting on Band activities, and keeping the Executive Committee and Booster membership abreast of PTA activities.

SENIOR SCHOLARSHIP

The Scholarship Chairperson individually, or through a committee, shall be responsible for announcing the application process and application period, collection of applications, and qualify applicants for scholarships available through the Band Booster organization.

SOCIAL ACTIVITIES

The Social Activities Chairperson individually, or through a committee, shall be responsible for coordinating social activities for the band throughout the year including the End-of-Year Banquet.

VOLUNTEER COORDINATOR

The Volunteer Coordinator shall be responsible for the recruitment, development and placement of volunteers for the various activities conducted by the Boosters. They will also collect and log all volunteer hours reported by the volunteers and give them to the PTA Representative for reporting to the Paschal PTA by April of the school year.