**NV BAND AND ORCHESTRA BOOSTERS**

**ORGANIZATIONAL CHART 2021-2022**

**PRESIDENT - Chris Gaynor** Oversees the Boosters, sends out email blasts to band & orchestra families, helps with fundraising, counting concession money with the treasurer.

**FIRST VICE PRESIDENT - Terri Snook -** Assists the President in all the President’s duties, in order to learn the position and fill the role of President when the President relinquishes or resigns the position; generally when the President’s band and/or orchestra student graduates or is no longer a band and/or orchestra member.

**SECOND VICE PRESIDENT - Brian Bollinger -** Assists the President and First Vice President. This individual may become First Vice President when the First Vice President fills the role of President when the President relinquishes or resigns the position. Also responsible for organizing and assisting with trailer ads.

**SECRETARY - Anne Hawk** Records minutes at Booster meetings, writes them up prior to meetings, sends approved minutes to Webmaster for posting.

**TREASURER – Dan Frick**  Handles finances for the Boosters.

**VP for PARENT INVOLVEMENT AND SUPPORT - Allisan Wisniewski -** Manages the SignUp Genius volunteer site, send event heads list of volunteers/ information prior to events, makes phone calls and sends follow-up emails as needed to fill volunteer needs for various band and orchestra events

# **VP for FUNDRAISING – Stephanie Kleinschmidt –** Responsible for organizing fundraisers. Calls/Check in with Committee Chairs. Fills in as needed

**VP for PUBLIC RELATIONS AND COMMUNICATION - Tim Yarbro -** Writes press releases to local papers and media for upcoming events and takes photographs of band and orchestra

**WEB PAGE** - **Steve Ursell -** Maintains band/orchestra website, keeping the information up-to-date, post special announcements, etc

**MUSICIAN OF THE WEEK** – **Rita Smithers -**  Prepares write-up weekly for students identified by directors and distributes to locations where plaques are hanging

**VP for ORCHESTRA SUPPORT - Sarah Pope -** Calls/Checks in with President. Fills in as needed with Orchestra needs/events.

**VP for BAND SUPPORT** - **Torey Bonde** - Calls/Check in with President. Fills in as needed with Band needs/events.

# **CONCESSIONS** - **Marc Miller -** Management of concession stands – set-up/clean up, etc

**BAND “PIT CREW”** – **Todd Keel**

(Includes working with chaperones, load wagons, fill water coolers, cups, snacks and clean up for Football Games and other band marching band activities)

**TAG DAY – Brooke and Ben Roberts**

(Organize all details related to Tag Day)

**CAR WASHES – Martha Guyton**

(Organize all details related to fall and spring car washes)

**BAND UNIFORMS** – **Torey Bonde & Cathy Boyd**

(Responsible for fitting/organization/repair of band uniforms, secures volunteers to help with fittings during band camp)

**ORCHESTRA UNIFORMS** – **Nicole Martinez**

(Responsible for fitting/organization/repair of orchestra uniforms, secure volunteers if needed)

**BAND AND ORCHESTRA SPIRIT WEAR-**  **Julie Ostrowski**

(Help find designs, organize orders, collect money, distribute, etc.)

**JAZZ FEST - VACANT**

(Work with Volunteer Coordinator to secure volunteers for concessions in Orchestra Room, ticket sales in PAC Lobby, provide food for guest performers if needed)

**ORCHESTRA PIZZA PARTY** – **VACANT**

(Secures volunteers, Organize/set-up, serving, clean-up for the special party)

**ORCHESTRA AWARDS BANQUET** – **Julie Ostrowski**

(Organize/set-up, serve, clean up end-of-the-year event, Contact volunteers & work with president on senior gift bags)

**ORCHESTRA SENIOR GIFT BAGS – Julie Ostrowski**

(Gift bag with candy and distribute at Toledo Area String Festival in fall)

**BAND POST-SEASON PIZZA PARTY-** Christie Yarbro & Ann Zuchowski

(Organize/set-up, serving, clean-up for a special party, secures volunteers)

**BAND AWARDS BANQUET** - Torey Bonde

(Organize/set-up, serve, clean up the end-of-the-year event, contact volunteers & work with President on senior gift bags)

**BAND SENIOR GIFT BAGS** - **VACANT**

(Arrange senior photo to be included in the gift bag, candy from concessions (if any left) Given during Marching Band season)

**FRESHMEN PARENT LIAISONS** – (Be available to answer questions for incoming freshmen parents)

BAND: **Rita Smithers**

ORCHESTRA: VACANT

***SPECIAL EVENTS:***

**MUSIC DEPARTMENT FAMILY PICNIC**- Janice Thomas, Alumni

(organize all details related to August Performing Arts Family Picnic works with current president)

**Check out our Website at…. nv-band-orchestra.com**