

BSO VOLUNTEER FORM

Volunteers are essential to the success of the Battlefield Marching Band Program! We need you! Remember - many hands make light work. If you are interested in any of the following positions, please let us know by checking the appropriate committee. We appreciate any time you can spare!

Executive Board

- BHS Band Director: Michael Britcher
- Vice President: **OPEN**
- Secretary: Sabrina Webb
- Treasurer: Michele Weaver
- Member-At-Large: **OPEN**

BSO Committees

- Color Guard Uniforms: **OPEN**
- Concert Uniforms: Wendi Gruninger & Lara McKenna
- Corporate Sponsorships: **OPEN**
- Fundraising/Corporate Sponsorships: **OPEN**
- Fundraising/Merchandise Sales: **OPEN**
- Fundraising/Donut Sales: Joy Briggs & Katie Briggs
- Fundraising/Spirit Nights: **OPEN**
- Fundraising/Tag Day: **OPEN**
- Fundraising/Yankee Candle: **OPEN**
- Historian/Website: Wendi Gruninger
- Hospitality/Banquets: **OPEN**
- Hospitality/Pre-Game Meals: **OPEN**
- Hospitality/Competition Meals: **OPEN**
- Hospitality/NOVEC Dinner: Dawn Boyd
- Marching Uniforms: **OPEN**
- Membership/Communications/Alumni: Melanie Shipley
- Pit Crew: Mike Boyd and Mike Boyle
- Publicity: **OPEN**
- Spirit Wear: Belinda Knudson
- Transportation: Bruce Buskey
- Chaperones: Brianna Jordan and **OPEN**

Throughout the season, we always need chaperones for football games and competitions as well as help on the "Pit Crew" - our important team of volunteers that assists with our band equipment at football games and competitions.

If you would be interested in helping on these committees, please check here:

- Chaperones: _____
- Pit Crew: _____

We also need volunteers to help with our hospitality events. If you are interested in being a part of this committee, please check here: _____

NAME: _____

EMAIL: _____

PHONE: _____

SEE NEXT PAGE FOR MORE INFORMATION ON POSITIONS

ORGANIZATION CHART

EXECUTIVE BOARD

President

- Shall serve term of one year. The President will have oversight authority on all actions pertaining to the Band Support Organization with consultation with the Band Director.
- Shall have the authority to make appointment to any office that may become vacant for the remaining term of office.
- Shall have the authority to issue the following Appendices without the approval of the Executive Board of the general membership: Appendix C- Appointed positions. Appendix A - Bylaws and Appendix B - Organization Chart must be approved by the Executive Board.

Vice President

- In the absence of the President, assumes the role of acting President.
- Shall be responsible for maintaining the Constitution and Bylaws and overseeing the current roster of Band Support Organization general members.
- Shall be responsible for overseeing the Membership Committee, who will maintain the current roster of Band Support Organization general members.

President Emeritus

- Shall serve for one year after stepping down from the position of President.
- Shall maintain a seat on the Executive Board with full voting privileges.
- All past Presidents may serve in a consulting position at the discretion of the President.

Secretary

- Shall be elected and serve for one year.
- Shall be responsible for recording minutes of meetings and providing administrative support as needed.

Treasurer

- Shall be elected and serve for one year.
- Shall be responsible for maintaining all Band Support Organization accounts and providing an accounting of all funds within these accounts.

Member-at-large

- Shall be elected and serve for one year.
- Shall serve as an advisor to the Executive Board and vote as such. May also serve on committees or be appointed as Chairperson of any committee.

Standing Committees:

I. Transportation

- Shall be an appointed office and serve for a term of one year.
- Shall be responsible for reservations, transportation (not to include school buses, which are arranged for by the Band Director), logistics movement of equipment, and chaperones/volunteers to assist with all events.

II. Communications/Publicity

- Shall be an appointed office and serve for a term of one year.
- Shall be responsible for external publicity and contact information such as submitting newspaper items, newsletters, mailings, and publicity for special events. (Bull Run Observer, Manassas Journal Messenger, Jones Communication, flyers, radio stations, etc.)

III. Fundraising

- Shall be an appointed office and serve for a term of one year.
- Shall assist in the fund raising efforts approved by the Executive Board and the general membership.

IV. Hospitality

- Shall be an appointed office and serve for a term of one year.
- Shall assist in hospitality efforts for any activities approved by the Executive Board such as Banquets, Tag Day, marching band picnic, parade refreshments, cards/flowers for bereavement, get well, etc.

V. Pit Crew

- Shall be an appointed office and serve for a term of one year.
- Shall oversee all activities related to Pit Crew to include: loading and unloading all instruments and equipment as well as being in charge of pit for all football games and VBODA.