

Job Descriptions

All descriptions are general in nature. Though these are elected positions, all officers serve at the pleasure of the Director of Bands and his/her direct reports and are subject at all times to their authority and the oversight of the Executive Director of Fine Arts for Broken Arrow Public Schools.

President:

1. Provide leadership, training, instruction, and troubleshooting
2. Secure applications for nominees for positions
3. Primary interface with directors – liaison between parents, volunteers, and chaperones.
4. eNews Coordinator
5. Call, develop agenda, and conduct a minimum of four (4) general BABPA meetings during the school year
6. Determine quorum exists at BABPA meetings during voting events
7. Support all major events of the organization

VP Functions:

1. Maintain list of authorized activities qualifying for volunteer hours
2. Define the format and requirements for tracking volunteer hours
3. Provide timesheets to Officers or their appointee for collection of volunteer hours
4. Maintain tracking of volunteer hours
5. Solicit BAPS required Volunteer Contracts and Affidavits at the start of each new school year
6. Provide list of qualifying volunteers to band directors for chaperone determination
7. Notify and provide trip documentation to qualified chaperones
8. Determine needs, purchase order requirements, and ordering of food for trips, varsity football games, and other events (excluding concessions)
9. Oversee Hospitality positions
10. Assist with planning for celebrations (ex. Pride Banquet, Senior Night, Receptions)
11. Oversee Uniform management position
12. Oversee Flag sewing manager position
13. 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 Director of Bands
3. Principle contact for fundraising items
4. Create fund-raising events calendar
5. Provide accounting of fundraisers to Fine Arts Dept. Financial Secretary within five (5) days of end of fundraiser events

6. Submit fundraiser applications to the Director of Bands and Fine Arts Secretary 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 are issued (including booster account fundraisers)
8. Oversee Expo events coordinator
9. Oversee Stadium cleanup coordinator,
10. Oversee Pride Store sales chairman, picture button chairman, catalogue chairman, and other fundraising chairs established as necessary
11. Assist with budgeting for annual plan in cooperation with other officers
12. Provide timely accounting of volunteer hours for self and all fundraising volunteers to VP Functions
13. Successor to president in absence of VP Functions

VP Marketing & Development:

1. Head up corporate sales & marketing efforts to raise funds for the program
2. Communicate corporate sponsorship initiatives to BABPA members and then recruit and train band parents to carry out those initiatives
3. Develop materials to assist with corporate sponsorship solicitation
4. Maintain list of all existing sponsorships including start and expiration dates
5. Maintain contact list for sponsors
6. Track program ads, video trailer ads, website listings, in-game announcements, complimentary tickets to events, distribution of photo posters, etc. to ensure that all sponsor awards are given, based on promises made for amounts contributed
7. Ensure all advertising (fliers, handouts, etc.) has been received and is compliant with BAPS rules before distribution
8. Provide timely accounting of volunteer hours to VP Functions

VP Concessions:

1. Direct and supervise concession function
2. Recruit, train, and schedule stand managers for all events
3. Provide periodic oversight during events
4. Handle all purchasing and inventory
5. Ensure approval for purchasing and required PO's have been completed before purchases are made
6. Ensure receipts for purchases are turned in to Fine Arts Financial Secretary within one week of the purchase date
7. Maintain, supply, and file forms and records
8. Maintain records of sales and volunteers for planning purposes
9. Maintain and post in all concession stands approved policies regarding worker age, health, safety, complimentary food & beverage, and other policies deemed necessary
10. Provide timely accounting of volunteer hours to VP Functions

VP Operations:

1. Responsible for field preparation and operations
2. Build and maintain equipment
3. Responsible for semi loading / unloading at all events
4. Responsible for on and off field management
5. Provide timely accounting of volunteer hours to VP Functions

VP Communications:

1. Coordinate and prepare media and press releases for all BA Bands, Broken Arrow Pride, and other secondary musical activities. Obtain appropriate approvals from BAHS Directors or Administration before release.
2. Assist with prepare of advertising information for distribution or use in BABPA activities and community outreach.
3. Maintain minutes from all BABPA executive board meetings and band parent meetings. Upload band parent meeting minutes to the Broken Arrow Pride website after approval by the Director of Bands and BABPA President
4. Coordinate records for all donors, sponsors, and gifts with VP Marketing Development and the BABPA Executive Board
5. In association with designated member of director staff, develop and maintain a BA Bands presence on various media sites, including but not limited to Facebook, Twitter, Instagram, YouTube, and mobile apps
6. Coordinate with and leverage BAPS media outlets and resources
7. Develop a team to expand communications support for primary and intermediate band activities
8. Prepare a guiding document (both electronic and hard copy format), for BABPA Communications. The guiding document should include a “master” for all resources and press releases.

Treasurer:

MUST BE AN EMPLOYEE OF BA PUBLIC SCHOOLS

1. Assist Fine Arts Financial Secretary on Treasury functions
2. Recruit, train, and assist Fine Arts Secretary in scheduling of cashiers for all events
3. Oversee Cashiers/Seconds
4. Maintain, supply, and file forms and records
5. Assure compliance with BAPS rules regarding cash handling
6. Make bank deposits for concession/special events
7. Provide timely accounting of volunteer hours to VP Functions

VP Special Events:

1. Assist Band directors with planning and execution of special events
2. Establish and maintain relationship with vendors
3. Analyze needs and recruit workers
4. Provide timely accounting of volunteer hours to VP Functions