



## VOLUNTEER POSITIONS

As you may know, TCSBA runs 100% on parent power. As such, [each family is asked to please consider taking on one main role and at least one smaller support role](#) (such as on a committee or paparazzi) that best fits our abilities and time constraints for TCSBA to run smoothly. TCSBA highly encourages distribution of the work to ensure opportunity and continuity of operations. Plus, the more help we have distributed across the organization, the less overloaded are the few that end up filling in the gaps. ***Thank you in advance!***

For most positions, absolutely zero experience is required. Someone is always around who can teach the job, or who is willing to fumble through learning with you. The only request and expectation of TCSBA is that you bring with you a positive attitude, a respect for others, and a willingness to approach each scenario as a team, after all we're here because our kids are loving what they're doing- let's keep it going and keep it fun! In whatever role you serve, please remember to keep an open mind from beginning to end. This is a job, but TCSBA is a team. Show gratitude for each other's efforts and sacrifice and no matter how awesome the efforts are or how amazing the ideas, there is always room for kindness, respect, creativity, and constructive criticism.

**Term:** [Please plan to fill the job you select through August 31](#) (and until successor is trained and takes over. If you are unable to fill it through August 31, train your successor, or are soon to leave TCSBA and no one has signed up for your job, please contact the Volunteer Coordinator and explain the details of your job to them. Thanks.).

Sign up at <https://www.signupgenius.com/go/10C0E44A5A62BA1FCCF8-tcsba><sup>1</sup>

Contact [volunteer@tcsba.org](mailto:volunteer@tcsba.org) if you:

- need more clarification,
- are doing something for TCSBA that is not listed here (so we can add it),
- notice that the signup page needs to be updated,
- would like to be the next Volunteer Coordinator! ;-)

Thank you!

*Mr. Leggett, Mr. Hampton, and the TCSBA Executive Board*

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<sup>1</sup> In addition to these roles, we appreciate your family's help at other events throughout the year as needed such as during the plant sale, at classes, with parking safety, etc. and for the annual Christmas Concert & Silent Auction/Bake Sale. Signups and requests will be distributed as those events come near.

# TCSBA JOB DESCRIPTIONS / WORKBOOK

## How to use this document:

1. **GO to SignUpGenius** (link above) to view the open jobs.
2. **FIND the job** you're interested in in the Table of Contents below.
3. **CLICK on the JOB NAME** and it will jump you directly to the description for that job.

(Hit the "undo" back arrow to return to this page).

*Note: These job descriptions are a GENERAL GUIDE ONLY. The TCSBA Executive Board may modify these at any time without notice and you may request edits at any time. In no way are the descriptions herein meant to be rules or set in stone; they are a guideline to perhaps what has been done successfully in the past or what someone has noted or requested at some point in time. Suggestions for improvement or updates to this document can be emailed to: [volunteer@tcsba.org](mailto:volunteer@tcsba.org). All are welcome and appreciated.*

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## BUILDING SAFETY MANAGER

Helps ensure building safety and access.

Duties:

- Maintains a log of current known codes for the Omni front door lock.
- Learns how to program door locks.
- Changes door codes promptly upon request of Executive Board.
- Promptly provides Executive Board with a written copy (email is fine) of all active door codes.
- If door lock needs to be replaced, this person will be in charge of research (unless determined by the Directors and/or Executive Board) and coordination of install. Lock model and features must be approved by Directors and the Executive Board prior to purchase. Reasonable and actual expenses will be reimbursed.
- Does not give codes out except to the appropriate people/band on a need to know basis. No members are allowed in the studio between the hours of 10:00pm to 8:00am unless with or with the express approval of a Director and a heads up to the Executive Board and/or Building Safety Manager.

## CHAOS COORDINATOR (ALL)

“The One to Ask” – This is one band parent/couple from each band that takes on the tradition role we used to call “Band Mom”. He/She/They know most everything they can relative to that band in regards to gig schedule, member names, contact info, where to go/be/when, etc.

- Provides contact information to include name, phone number or cell number to text (if different) and email address to all band members along with preferred hours of availability (for example, if you can receive texts but are unable to return calls during work hours from 9-11 and 1-5). This information should be provided no later than the first gig of the year (typically in September) so that all band members have it.
- Works closely with the Gig Scheduler and the Director to ensure they have all up to date information about where and when the next gig is, and the details of that gig (address of gig, where to meet, when to meet, what color shirt to wear, what time each band plays, for how long, what we may do on-site afterwards, if we need to meet at the studio to load/unload the trailer, if we need to bring anything, and other things the group should all know for that gig or event, etc.).
- If questions come up that you cannot answer, contact the Gig Scheduler and/or Director and relay answers back to band member families as appropriate.
- This person also coordinates orders for their band’s needed t-shirts with the T-Shirt/Sales Item Coordinator. Verifies sizes, etc. as needed for each band member and coordinates delivery to band members.
- Pays for activities at retreat or tour (as needed and will submit reasonable and actual receipts to Treasurer for reimbursement; anything requiring signature needs to be signed by the Treasurer).
- In case of separation during travel to/from a gig, emergency, illness, etc. this person contacts the Director and/or other necessary help or information and distributes it to those that need it. Of course, in a true emergency the nearest person should call 9-1-1 as they would in any other situation, do not wait to reach this person; however, if 9-1-1 is called, this person should know.
- The Director can choose to relay gig information through this person or through the Gig Scheduler, at his discretion as long as each party knows the expectations.

- In the event this person cannot attend a gig or event, they should delegate this role to a specific person and let everyone in the band know who that is and their contact info.

Further: Band parent should provide their phone number and email to ALL members within their band in case of emergency. Band members should be made to feel comfortable going to this person with any questions at any (reasonable) time. This person reports to the Board, likewise the Board will ask this person if they have questions about the Band that cannot or do not need to be addressed by the Director.

## CHRISTMAS CONCERT BAKE SALE, ELF-IN-TRAINING

Any parents. Learns the ropes of “How to be the Head Elf” for AND at the Christmas Concert Bake Sale. This person agrees to either Lead, Co-Lead, take on Lead or Co-Lead the following year and/or be mentored-then-teach/help. One or more persons in this role should be prepared to be help leading up to and at this year’s bake sale, and mentally prepare to take over for the Head Elf, when needed.

## CHRISTMAS CONCERT BAKE SALE, HEAD ELF

Any parent. Plans and carries out the biggest, most successful bake sake ever... the Christmas Concert Bake Sale. To say more, this is a bake sale on a triple dose of steroids. Requires lots of patience, an organized mind, a bit of creativity and a perpetual good attitude straight from the North Pole.

Head Elf may change from year to year or position may be maintained by the same person as long as they are willing and able.

- Coordinates with Christmas Concert Lead/Co-Leads to determine any needs/theme for the upcoming year’s concert.
- Plans what is needed and how much, to include baked items inclusive to as many patrons as possible (gluten, gluten-free, gluten-sensitive, dairy, dairy-free, egg-free, vegan, paleo, etc.)
- Provides directions to members on how to package (size and amount of per package)
- Estimates amount of individual items vs “take home” items to have available
- Outlines how and if to label name and ingredients/Top 8 Allergens (wheat, milk, egg, soy, fish, shellfish, peanuts, tree nuts)
- Makes and forwards a SignupGenius sign up to TCSBA Secretary for distribution
- Coordinates with TCSBA Treasurer to ensure there are cashboxes and change for purchases (as well as electronic payment/donation option if applicable)
- Attends pre-concert walk through to ensure familiarity with available supplies and space
- Requests needed items from Christmas Concert Lead, Treasurer, and/or Secretary as appropriate
- Keeps a log of “Lessons Learned” to share with the Christmas Concert Lead and the Executive Board for consideration in next year’s planning/execution.

## CHRISTMAS CONCERT LEAD/CO-LEADS

- Leads a team and coordinates the successful execution of our annual TCSBA Christmas Concert (and auction) fundraiser.

- Guidance based on previous years is provided and much help is given, including Lead volunteer positions for each of the major areas of the event, such as Silent Auction, Bake Sale, Ticketing, Advertising, Event Space.
- This is a Lead role, not a do-all role. This person establishes and updates the SignUpGenius and the binder full of guidance.
- Coordinates, attends, and helps with set up and day of; addresses all concerns.
- Establishes and maintains a positive relationship with the venue (currently Bethel Church in Richland. Bethel capacity is approx. 1450 people. We sold out in 2021 at approx. 1100, which was capped because of Covid and have been near sell-out in prior years.). Acts as liaison the day before and at the event.
- Begins holding periodic planning meetings in approximately late Sept/early October and solicits volunteers for the following positions if not currently claimed:
  - SignUpGenius creation and maintenance
  - Bake Sale Head Elf
  - Silent Auction Lead
  - Marketing & Signage
  - Program and Ticket Design & Printing
  - Ticketing (Distribution to members if doing & at event)
  - Sales (tshirts/CDs/ornaments/etc.), if doing
- Picks a date for the following year with the Directors and makes attempts with the venue to reserve the dates asap. (Historically we tell Bethel that same night if we'd want to repeat the following year but they don't have their schedule open until approx. May. Also, Bethel typically reserves the 2<sup>nd</sup> Saturday for their own in-house Christmas event weekend.
- Keeps a schedule of what happens when and ensures everyone knows when they're supposed to do what. Keeps all on track the night of the event.
- Together with the committee if possible, appoints an emcee to open and facilitate the event. This should ideally be someone well-spoken and humorous to break the silence and grab attention.
- Reminds members to grab signs after the event and return to studio
- Gathers "lessons learned" and takes notes for next year and shares them with the Executive Board for continuity and shared information. Returns binder/box of info to studio/labels it clearly.

## CHRISTMAS CONCERT SILENT AUCTION LEAD

Does their best to make the Silent Auction at the TCSBA Annual Christmas Concert and Silent Auction a success. Signup usually occurs at the first Christmas Concert planning meeting but can occur anytime, if prior Chair does not wish to lead again.

**Background:** The Christmas Concert Silent Auction is our biggest fundraiser of the year. Some non-TCBSA auctions can be huge and contain items only fit for bidders with deep pocketbooks, yet TCSBA strives to just keep it fun and accessible to the community in which we serve. We desire to fundraise to support TCSBA, but our goal is not to be about the money. TCSBA's goal over the past 25 years has been to create a family atmosphere of respect and fun – this auction is no different. Historically TCBSA strives to offer as many items as possible, in as many price ranges as possible, with most of them falling at a starting bid of around \$100 or less. The intention of the Silent Auction is for families to obtain no-cost donations from businesses, local or otherwise - NOT for families to have to purchase items to personally donate to the auction. Ideally, families will solicit donations from local business in the form of whole

baskets/packages, partial items (such as gift cards or items), or services. Families MAY choose to purchase the item(s) themselves; however, that is neither expected nor required. If a family needs help with their contribution, please contact the Silent Auction Lead.

- Attend, or delegate attendance, to the initial membership meeting held in September to explain the event to families. Notify families that each member is expected to contribute at least one auction item to the Silent Auction.
- Coordinate with Christmas Concert Lead to determine a theme for this year's event (if any).
- Create and maintains a SignUpGenius, or other means, for families to sign up for items to avoid duplication and ensure variety.
- The Silent Auction Lead distributes TCSBA's Tax ID and donation letter to families (via the TCSBA Secretary) to provide to businesses in exchange for their tax-deductible donation. TCSBA's TAX ID # is 91-1734231.
- Include in the auction: \$5 "Kid Bid" items, biddable in increments of \$1, \$10 items biddable in increments of \$2, and all other items biddable in \$5, \$10, or \$20, \$50 or \$100 as appropriate to the item. The main guideline for starting bids is to start bids at approximately 50% of the estimated value of the item, unless otherwise determined by the donating family, the Auction Committee (as selected by the Auction Chair), or the Executive Board.
- Obtain information from each family on the contents of their basket/item(s).
- Works with Christmas Concert Lead/Co-Leads to determine table layout, tablecloth need, signage, décor, etc.
- Procure simple paper to be used for bid sheets to match theme (if any). "Busy" designs are discouraged as they detract focus from descriptions and bidding.
- Obtains supplies, designs, types up, prints bid sheets for each item (typically over 100-125 items)
- Coordinates on-time delivery of items from homes/studio to the event, sorts, labels and provides a bid sheet for each item.
- Coordinates a team, as needed, to help with bid sheet prep, final item transport and assembly, and bid sheet matching
- Provides frugally sourced supply of giftwrap items to use to augment baskets to provide a final display to attract demand and raise bid prices (typically matching bows and tissue plumping do the best job for the money) – no smashed bows or anything that distinctly appears to be "used".
- Work with a team to ensure a generally inviting display of "high demand" items; perform minor "upgrades" of ribbon/tissue to any items that may need sprucing.
- Match any gift cards with items that could increase demand and/or grab attention.
- Combine any donated items that don't quite make up their own final item in a way that makes sense and invites demand. Solicits additional baskets or filler/compliment items, if needed. Solicits items to augment baskets if it will help increase demand of certain items or improve display.
- Coordinate with TCSBA Treasurer to ensure there is a way to receive payment. Ask Treasurer to teach Silent Auction Lead and a team of checkout helpers on how to use this system PRIOR to the event to help with a smooth checkout.
- Coordinate with Christmas Concert Lead to help with table quantity needed, tablecloths need, any display items needed, and help with setup.
- Monitors event the night of, replacing bid sheets, marking off ineligible bids, checking to make sure there are working pens at each item, checking basket/item appearance for fallen items (for example), monitoring for theft/foul play, help with shift changes.

- Ensures bid closing help is available to help with fairness (team of helpers to mass- highlight final winner once the music starts playing after the second intermission.).
- Follows up with those who signed up to deliver the remaining baskets and obtain payment. Verifies all items have been delivered and paid for as appropriate.
- Ensures the risers make it back to the studio and are positioned out of the way for Winter classes.
- Provides feedback of “Lessons Learned” to share with the Christmas Concert Lead and the Executive Board for consideration in next year’s planning/execution.

Have fun with it, yet maintain the small-town family feel of the event. The auction is intended to be held primarily on-site as that is part of the tradition and attendees look forward to it! Online auction of gigs or larger items may be considered, yet on-site event should be a necessary draw. Online events often decrease need for attendance.

## CLASSES - LEAD CLASS COORDINATOR AND STEEL DRUM CLASS COORDINATOR

This is the primary person in charge of making sure classes (steel drum AND marimba) take place at the studio. This person is typically a Steel Drum parent as there are more steel drum students that are routed through TCSBA than marimba students. A marimba parent may volunteer if no steel drum parent chooses to take on this role. In the event this position is held by a marimba parent, this position should be merged with the Marimba Class Coordinator role for efficiency. Steel Drum Support roles should be filled by steel drum parents.

Duties:

- Determine mutually agreeable class session dates, number of classes, and max number of attendees per class with each Director for fall, winter, and summer sessions.
- Evaluate pricing for classes with the Executive Board and Directors and get approval from all (at a minimum from both Directors and Treasurer) before proceeding with advertising.
- Once dates and pricing for the upcoming session have been confirmed, work with Website Manager to post class registration on TCSBA.org and with TCSBA Treasurer to ensure payment will flow freely. Be sure to include our refunds/cancellations clause clearly on the website:
- “REFUNDS/CANCELLATIONS: Cancellations prior to the second date of class will be refunded in full minus PayPal processing fees. No refunds after that period. Payments may be forwarded to the next session.”
- Prepare flyer\* for class advertising; Email .pdf version to the Marimba Class Coordinator and then print copies for distribution to students in current class session and at schools, elsewhere, as appropriate.
- Email the flyer to parents of Steel Drum class attendees (Marimba Class Coordinator will email to marimba class families).
- Create or Work with the Social Media person to create an online version\* that can be used on TCSBA.org and on our Facebook/Instagram pages. Ask Social Media person to post.
- Send email to students who have attended the last two sessions to invite them to classes, or to whomever the Director deems appropriate.
- Keep a running spreadsheet/roster of class attendees and check it often against the website for updates. Provide a copy of the marimba class registrant roster to the Marimba Class Coordinator periodically and if requested. The marimba class roster generation may be delegated to the Marimba Class Coordinator.
- Close registration when maximum number of participants have been reached.
- Maintain an updated waitlist for overflow requests in case cancellations happen. Contact those families promptly, as applicable.



- Prepare studio for classes, ensure studio is clean and ready for the public.
- Get an updated parking map from the Executive Board and distribute that along with a welcome email prior to the first day of classes, if possible. Provide Marimba Class Coordinator with a copy of the map and any shared guidelines you wish to propose for class notifications. Marimba Class Coordinator can send letters and info to marimba class families.
- Prior to the first day of each class session, prepare nametags with each student's name, written large enough for Directors to read from a distance. Marimba Class Coordinator will make nametags for the marimba classes unless otherwise agreed.
- Coordinate with Kari Leggett to have parent volunteers for parking duty to ensure safety outside the studio as classes leave/arrive as well as to put out parking cones/signs as per the provided diagram (see Kari).
- Ensure adult supervision (see Steel Drum Support position) is at each steel drum class to welcome students, distribute name tags, answer questions, and be an emergency contact for both students and families. This person should not leave the studio until all Steel Drum students have been picked up.
- Keep families notified of any updates to class information. This includes reminding them of parking guidelines, health concerns, the class culmination date/time/location, and info on the next session.
- Work closely with the Marimba Class Coordinator to ensure cohesive organizational messaging; delegate/share duties as agreed.
- Delegate any of the above tasks to the Steel Drum Support parent(s). The LEAD position is not required to be present at each class as long as there is a Steel Drum Support person present.
- Enlist TCBSA parent help as needed to support.
- Class emails:
  - [Classes\\_marimba@tcsba.org](mailto:Classes_marimba@tcsba.org)
  - (Contact a member of the Executive Board to have one the Steel Drum email forwarded to your email address. The marimba email address should be forwarded to the Marimba Class Coordinator unless the two Class Coordinator positions have been merged (with approval of both Directors).)

## CLASSES – MARIMBA CLASS COORDINATOR

- See Steel Drum Class Coordinator description where applicable. It is imperative that the Marimba Class Coordinator be aware of the Class Coordinator Lead's responsibilities and to assist as agreed.
- Keep families notified of any updates to class information. This includes reminding them of parking guidelines, health concerns, the class culmination date/time/location, and info on the next session.
- Ensure adult supervision (see Marimba Class Support position) is at each marimba class to welcome students, distribute name tags, answer questions, and be an emergency contact for both students and families. This person should not leave the studio until all marimba students have been picked up.
- Class emails:
  - [Classes\\_marimba@tcsba.org](mailto:Classes_marimba@tcsba.org)
  - [Tcsba.classes@gmail.com](mailto:Tcsba.classes@gmail.com)
  - (Contact a member of the Executive Board to have the marimba email forwarded to your email address or to get the login for the gmail account. If using gmail ensure that address is checked daily. The marimba email address should be forwarded to the Marimba Class Coordinator unless the two Class Coordinator positions have been merged (with approval of both Directors).)

## CLASSES – SUPPORT (MARIMBA / STEEL DRUM)

Assist the Marimba/ Steel Drum Class Coordinators. This can be an easy job, you just need to devote time to be there for one or more class times. The more help the merrier, yet its also fun to help out a lot and see the kids grow and improve their skills and confidence! No skills required, just a friendly smile.

Duties:

- Be at the studio before, during and after each class as the Class representative. You represent TCSBA and answer questions related to the band, instruments, TSCBA, culmination concert, etc.
- Welcome students, distribute name tags, answer questions, serve as the emergency contact for parents and for students who may be ill or otherwise cannot stay inside the studio classroom with the group.
- Have a phone contact list from LEAD and/or Class Coordinator and contact parents if needed. Ensure all students have been picked up and cones/signs have been brought in. This job may be held by more than one person, but at least one must be present at each class.
- Other duties as agreed upon with Class Coordinator.
- **Approximate** schedule (any changes may not be reflected here so please check with the Class Coordinator (steel drum or marimba).
  - Fall Session: Late Sep through Early Dec, Steel Drum 4:00-5:00, Marimba 4:15-5:15 T/W
  - Fall Session: Early Feb through Late Apr, Steel Drum 4:00-5:00, Marimba 4:15-5:15 T/W
  - Summer Session: approx. 8 days starting the week after school releases. Classes are held anytime between 8am-12pm for an hour each.
  - The Culmination Concert is attempted to be scheduled at 6:30pm on the Thursday evening following the last day of class (the same week).

## DRAIN FLUSHER

Responsible for completing the drain flush. Talk to Mr. Leggett for details.

Duties:

- Drain flush must happen at least once a year. Document when and provide details to Executive Board for record keeping purposes. Currently no log is kept as Mr. Leggett does the flush.

## DRIVE THE TRAILER (ALL)

Drive the trailer to/from gigs. Ideally there will be more than one family volunteering for this position to accommodate different schedule availability and to share the load. Drives the trailer full of instruments from the studio to the gig location and back. Also includes driving from location to location on tour.

Requirements:

- Use of your own truck and hitch are needed.
- Check trailer upon use and report any damage or need for repairs to the Trailer Maintenance Person (and Director if major or there is an urgent need).

Expenses:

- Mileage reimbursement is available. Submit an Expense Reimbursement Form to the Treasurer within a week upon return to the studio and attach all receipts. Receipts are needed for documentation purposes and in order to approve reimbursement.
- Expense Reimbursement Forms are located in the manila folder attached to the side of the fridge at the studio. When complete, deposit form and receipts into the box atop the fridge (the same one you'd use for dues payments).

## ELECTRICIAN

Perform electrical services as needed.

- License preferred. If not licensed, prefer evaluation or minor work be performed only and the aid of a licensed professional consulted.
- Work together with TCSBA Treasurer to ensure funds available for work, submit proposal for approval; detailed documentation and paperwork required for reimbursement.
- Coordinates details and consults onsite as needed.

## EXECUTIVE BOARD: PRESIDENT

The Executive Board President position is elected by the TCBSA membership and is basically the Ringmaster of the TCBSA Circus. This is typically preceded by the role of Vice President. This transition is generally preferred but not required.

Duties:

- Official signee; Has voting rights; Performs job duties according to our Bylaws.
- Attend Membership and Board Meetings, or delegate to another Board member if necessary
- Work with Treasurer to adhere to 501(c)3 requirements and ensure the professional operation of TCBSA.
- Has no single authority without consulting the rest of the Executive Board, except as is exclusively given by the Bylaws.

Notes: Reference OneNote for more specific information and passwords, if any, once in office.

## EXECUTIVE BOARD: SECRETARY

The Executive Board Secretary is elected by the membership.

Internal (within TCSBA)

- Main communicator for TCBSA to both the membership and the public; has voting rights.
- Attends and Prepares Meeting Minutes for both Board and Membership monthly meetings; distributes Membership minutes to parents. Saves documents at appropriate security access level.
- Prepares, interfaces with members to draft/edit, and broadcasts email and text (via Remind app) notifications for TCSBA announcements to the membership at large using the band bulk email address function.
- Prepares and distributes TCBSA newsletters, or delegates as appropriate

- Interfaces with Treasurer re: dues, contracts, and other business matters
- Coordinates and tracks all required documentation for membership, including up-to-date contact information, medical release forms, and dues contracts.
- Updates and maintains the email and Remind app databases to reflect current members.
- Helps the membership become the TCSBA family through sharing connection and experiences.
- Has no single authority without consulting the rest of the Executive Board, except as is exclusively given by the Bylaws.

#### External (with the public)

- Timely and/or daily checking of messages received on [info@tcsba.org](mailto:info@tcsba.org) and [secretary@tcsba.org](mailto:secretary@tcsba.org) addresses. Reply to messages; obtaining answers as needed. Maintain history of emails for reference as appropriate. Route promptly to the appropriate person as applicable so that they can respond timely. Represents TCBSA in a professional, positive way. Answers general questions promptly.
- Writes thank you emails/letters/texts/phone calls as applicable in response to the public. Shares received “kudos” with Directors and/or membership as appropriate and posts public letters/notes in the studio to view.
- Fields inquiries to the appropriate gig scheduler for gig requests and questions.
- Interfaces with Treasurer re: public events

Notes: Reference OneNote for more specific information and passwords, if any, once in office.

## EXECUTIVE BOARD: TREASURER

This is an elected position and is arguably the most important job at TCSBA. The Treasurer keeps TCSBA running. Processes anything to do with finances, legal documents/registration, and anything associated with our non-profit 501(c)3 status including but not limited to: TCBSA budget, contracts, dues payments, license renewal, Director salaries, class payments and refunds, fundraising effort coordination and funds review/processing.

#### Duties:

- Primary official signee for TCSBA.
- Attends Membership and Executive Board Meetings or delegates information delivery; prepares and presents monthly and annual budgets.
- Works timely to process membership dues, checks, deposits, refunds, tax information, 501(c)3 related documentation, fundraising financials, Director payments, prepares/reviews/proposes/revises TCBSA budget, follows up with payment delays or omissions, prepares cash boxes/paypal supplies for gigs/events.
- Other duties as needed and/or explained and passed on by prior TCSBA Treasurer, see below.
- Has no single authority without consulting the rest of the Executive Board, except as is exclusively given by the Bylaws.
- This person is also required to mentor the next Treasurer for a minimum of 6 months after their term ends to ensure applicable legal and official TCSBA business knowledge is transferred.
- Further:

The official job description in the current Bylaws as of 9/30/2022 is as follows:

A. Treasurer:

- Shall maintain accurate and timely records of the Association's income from all sources and its expenses.
  - Shall collect membership dues and other monies and deposit them in the name of the Association.
  - Shall be authorized to write checks in the name of the Association.
  - Shall disperse funds on behalf of the Association.
  - Shall make regular financial reports to the Association and year-end report at the annual general membership meeting in September.
  - Shall file any financial reports required by government agencies.
  - Shall prepare any other reports as the Executive Board direct.
  - Shall coordinate all annual budgets and obtain membership approval at the annual meeting.
  - Shall review/approve all expenditures up to \$500 unless approved as a standing bill as described in the meeting minutes. Checks over \$500 require a second Executive Board member signature or written notification of review and approval (including email) unless approved as a standing bill as described in the meeting minutes, or the expense is covered by the operating budget approved annually at the September membership meeting.
  - Shall perform such other duties as are necessarily incident to this office or as may be assigned by the President or as may be prescribed by the Executive Board.
- The incoming Treasurer is given the TCSBA Treasurer laptop that has all the historical files on it so past examples of everything are readily available as well as all paper records for past years. There is a dedicated treasurer email that you will take over so the history of all communications is there for you as well. All of the accounting is done in Quickbooks, there are various Excel spreadsheets as well so Excel knowledge is beneficial. Quickbooks knowledge is definitely useful as is accounting/bookkeeping experience but not necessarily required. Quickbooks is a very forgiving program and you can go back and correct things anytime in the current fiscal year without penalty so to speak.
  - A typical month involves paying director's salaries and the building loan via paper check, collecting mail from the PO Box in West Richland and processing anything there (not usually much), checking the Treasurer's box at the studio where members drop money for deposit and expense reimbursement requests, sometimes dues payments and things like that. Most payments are processed online. You would reconcile bank statements and create monthly reports out of Quickbooks and a summary for the membership at each month's meeting and present that briefly. Dues payments are approx. 95% on autopayment via PayPal as are class registrations so most of our income comes in this way. It involves downloading a report from PayPal, sorting it in an excel spreadsheet by category of payments, entering those deposits in Quickbooks to the correct account and transferring the actual cash from PayPal to the bank account and internal transfers.
  - The annual budget development should be pretty simple moving forward and basically just means updating the prior year budget with any changes. A huge budget analysis this year was done for 2022-23 and dues were adjusted so that shouldn't happen again for at least another 3 years. The 2022-23 budget is done and

ready for approval. There is a separate tour and retreat budget that needs to be updated with actuals through the year so committee heads know what they have to spend.

- There are legal document renewals to be processed each year in the early spring all online usually and simple to do. You coordinate with our CPA and send over a Quickbooks file for him to do taxes in the fall/winter. This process is quite simple.
- Dues are tracked, not difficult since almost all are PayPal subscriptions. We still verify that each monthly payment came through as sometimes they don't if someone's credit card was stolen or expired or something odd.
- Payments to directors are processed once per class session, the class coordinators will send you rosters to calculate the payment per student.
- There are busy months for sure like Dec with the Christmas concert and summer with classes and tours.
- There are templates and prior examples of everything on the laptop. Most can be learned by looking at past actions and copying that. It can seem super complicated at first, but it doesn't have to be.
- You also need to be put on the bank accounts at Bank of the West. It will involve giving them your ID and Social just so you know. Deposits are dropped at the bank as well - there is a branch in Richland and Kennewick.
- Tools: A good laser printer is recommended. If you wish to be Treasurer but do not have one, please talk to the Executive Board.
- Skills helpful: Accounting and/or business/non-profit 501(c)3

## EXECUTIVE BOARD: VICE-PRESIDENT

The Executive Board Vice-President is elected by the membership. The VP is actively mentored by the President for a future role fill as well as pays active attention to the President in order to potentially be in that position.

Duties:

- Performs job duties according to our Bylaws. Fills in for President only as needed.
- Attend Membership and Board Meetings; has voting rights
- Act as liaison to membership; field questions about TCBSA and/or the Board
- If there is no Volunteer Coordinator handling the signupgenius.com listing, then VP shall take on this role until it is filled. VP should keep reasonably aware of who in membership does what job and is able to access this listing at any time.
- Has no single authority without consulting the rest of the Executive Board, except as is exclusively given by the Bylaws.

Notes: Reference OneNote for more specific information and passwords, if any, once in office.

## FACEBOOK PAGE MANAGER (BAND SPECIFIC)

Posts appropriate and positively representative content to their band's Facebook page. Coordinates with Band Parent to post about gigs/get photos. Remember this is the face of TCBSA, do not use this page to "Like" or "Comment" on any political, religious, or other such page and keep all content worthy of all-ages, public-viewing. Promotes upcoming public gigs, fundraisers, and events in a timely manner.

- Posts appropriate and positively representative content to their band's Facebook page.
- Keep page content up to date and try their best to include all band members photos at some point if photos are shared as part of the page.
- Add new members. Create and Post content as directed by Director.
- Login user name, password, recovery email or any other information needed to log into the page should be given to a member of the Executive Board for them to log in a secure location for the sake of continuity at TCBSA.
- The President of the TCSBA Board should be listed as administrators on any pages representing TCBSA.
- TCBSA Facebook and Instagram pages, as well as any other public social media page represent TCSBA's organization as a whole. While logged into these pages, the admin should NOT like or comment with personal beliefs or opinions on other pages, specifically political or religious or otherwise opinion based pages or posts, as TCBSA prefers to maintain a business focus. We love kids, we love community, we love music. We do not take a side on any other subject matter. Failure to follow these guidelines will be brought to the attention of the Directors and may be cause of removal of that person from this volunteer position.

Each page has its own intent and is mostly for communication amongst band members. Contact the current Facebook Page Manager and Director for specific content and frequency to post.

1. OK2Botay is @ BOTAY Parents (TCSBA)
2. Bram Brata' is @ Bram Brata Parent Group
3. Marimba does not have, nor do marimba families want, a Facebook page at this time. If this desire changes, the marimba Gig Scheduler should contact the Executive Board and a page can be initiated by a marimba parent.

## FUNDRAISING, GRANTS & SCHOLARSHIPS CHAIR

- Coordinates all fundraising activities with the TCSBA Treasurer to ensure TCSBA operates according to our 501(c)3 directives and for prevention against duplication across TCSBA. The Restaurant Chair should ensure this person is aware of all events taking place or in discussion.
- Responsible for formally approving band-specific fundraising activities before booking, as well as previewing wording of emails to be sent by the band regarding use of funds raised. (Aside from these two items, the band may be delegated ownership of said fundraiser.)
- Researches possible grants TCSBA may be eligible, coordinates with TCSBA Treasurer and/or the Executive Board to confirm eligibility and apply for the grant. Takes care of grant process cradle to grave.
- Monitors scholarship activity both for outgoing band Seniors and for families in need of assistance. TCSBA has 3 forms of scholarships available. One for qualified graduating seniors, one for families who need assistance paying for classes (summer/fall/winter), and one for member assistance in paying dues. Funds are limited and depend on availability.

- Sets up and maintains a system for determining eligibility for scholarship money use/awards.
- Coordinates with TCSBA Treasurer when fund payout or application is involved.
- Coordinates with Class Coordinator and Restaurant Fundraising Chair, as applicable.
- May delegate Lead on all or some of the actual fundraising activities: Christmas Concert, Goodwill Trailer, Plant Sale (coordinate and attend planning meetings with Kari Leggett), etc.
- Note, if bands wish to fundraise for tour, etc:
  - They should appoint a Fundraising Lead for the effort. This person must report to the Fundraising Chair and/or TCSBA Treasurer to ensure continuity of operations and to maintain adherence to 501(c)3 guidelines. Typically Bram-Only, but optional to other bands if needed due to more involved/distanced tours and thus larger expenses.
  - Bands may do fundraising specifically to their needs, with proceeds needing to be divided up evenly by member within the band (which is not necessarily by effort); some fundraising activities may be restricted to enterprise-wide usage (must coordinate with the Fundraising Chair).
    - In order for a fundraiser to be eligible for individual band execution, it must not elimination the ability for another band to perform the same fundraiser. For example, in 2022 Bram did a Goodwill Trailer. The Board has determined that in the future, an effort such as a donation trailer will be a TCSBA-wide fundraiser, not an individual band fundraiser, as another band is not likely to benefit from, or be able to book under the TCSBA name, another trailer the same year.
  - **Must check with TCSBA Treasurer** as funds raised typically go towards the NEXT year's tour. For example, if you want to do a car wash in May 2023, funds are allotted towards tour in 2024. If you wish to make other arrangements, talk to the TCSBA Treasurer for and with details ASAP.
  - All fundraising proceeds must be divided up across TCSBA or by band, not per individual.

## GIG SALES COORDINATOR (MARIMBA / STEEL DRUM)

Sells, or assigns families to sell, available promo items at gigs.

### General

- Perform yearly inventory of available items. Create/update an official inventory log and provide a copy to the Executive Board preferably by January 31 of each year so that additional stock can be ordered/planned.
- Keep stock (If at the studio, clearly labeled in a designated space. If not at the studio, inform the Executive Board where items will be stored.) of items available for sale. Work with the T-Shirt/Sales Item Coordinator to order more/new items to sell. Check that a budget amount for such items exists BEFORE asking the Sales Item Coordinator to contact the vendor because it may not. Check with TCSBA Treasurer for budget info.
- Order reasonable quantities of classic items that can be reused for multiple purposes and would be high demand items and environmentally conscious where possible. Do not overstock. Promo sales is not our big money maker, it is intended to please listener demand and spread the word about TCSBA.
- Coordinate with TCSBA Treasurer to obtain a cash box, QR code, or other ways to take payment prior to each gig. Make sure to get the cash form and fill one out for each gig.
- Ensure the trailer (or car going to gig) is stocked with sales items, items from TCSBA Treasurer, and needed QR/donation signs, table, display racks, moving cart, etc. before leaving for a gig.

At Gigs



- Man a sales table, assign another band family to man a sales table, or alternate.
- Coordinates what will go to a gig, how it will be displayed (in general... i.e. Do you need a table?), who will transport, who will set it all up, who will man the table for the duration of the gig and who will take it down/load it back up/take it to the studio.
- Ensures all items return to the studio, any monies received are logged on the official form, signed by two persons to verify count accuracy and provided to the Treasurer.
- Reset trailer/items for the next gig.

## GIG SCHEDULER (MARIMBA / STEEL DRUM)

One for marimba, one for steel drum. Is the main contact person for gigs and coordinates all gigs with Director/Public/Membership. No signature authority- any booking agreements requiring signature must be directed to the TCSBA Treasurer.

- Identify, request, coordinate and schedule gigs throughout the year.
- Coordinate available dates with Director and ensure he has final confirmation and details (time, date, address) as well.
- Field/receive/respond promptly to gig inquiries and requests from internal membership and the public.
- Obtain paid gigs wherever possible, but respect the community and do not insist on payment except in certain cases (see Director if any). If they cannot pay for gigs, there may be other ways to pay/sponsor us other than monetary. (eg. We play for a printing company's party in exchange the printing of 100 "free" TCSBA class T-shirts for example. Or we play at a community concert in exchange for free advertising. Or they agree to donate an amount to our scholarship fund and get the benefit of noting that vs. just paying us. Get creative. Check with the TCSBA Treasurer.)
- Attend gig or delegate interaction with site contact to another band parent.
- Thank the site contact for having us, follow up with written thank you and feedback if possible.
- Coordinate all gig payment with site contact and TCSBA Treasurer.
- Coordinate delivery of information with TCSBA Secretary and through internal band membership site, Facebook page, or other current communication channels.
- Coordinate with your band's Gig Sales Coordinator to determine if sales of merchandise is allowed on site, what items are permissible, expected size and nature of crowd.
- Share your public gig dates/info with the TCSBA membership so we can support each other and attend/spread the word!

## GLOW STICK SUPERHERO

- Needed at the Christmas Concert only, except to get specific mallets from Mr. Hampton a week or two prior and prep mallets by counting to make sure we have enough and remove any remaining tape.
- Purchases glow sticks (600)... preferably around Halloween when they are in stock at a decent price.
- Purchases double sided carpet tape and clear packaging tape.
- Night of concert, organizes glow sticks by color into groups of 8-10. Preps the mallets with the double sided carpet tape. Cracks glow sticks. Uses packaging tape to wrap glow sticks onto/around mallets. Takes time and requires a team of at least 4 fast people. Needs to be done **no sooner** than 2 hours before use as the

glow sticks will fade, which means that yes, just before the Silent Auction opens at 6:00, you will start this. Get the prepared mallets to the band at a time and spot agreed upon with Mr. Hampton prior to the concert start. Remove glow sticks and tape as soon as possible after concert (the sooner they're off the easier the tape is to remove).

## HANDYMAN

TCSBA's general contractor; willing to get creative if needed.

- Attends to various repairs or improvements at the studio as needed.
- Coordinates and schedules services that can't be performed in-house with affiliated companies for repairs, creation, and/or maintenance at the studio. (Ex/ broken window)
- If no HVAC person exists:
- Gives Executive Board and potentially Building Safety Manager a heads up when repairmen will be on-site. Reports back to Executive Board when repairs and services are completed at the studio.
- Submits receipts for reimbursement to TCSBA Treasurer and all other related documentation to the Treasurer or other member of the Board.
- Checks HVAC air filters at the studio every three months and replaces filters as needed. Log date of install.
- Coordinate item purchase pre-approval/purchase/reimbursement with TCSBA Treasurer to ensure we're getting the right thing at a similar/reasonable cost.

Fun Fact: One awesome TCSBA Handyman built the wood risers that marimba sopranos use at our annual Christmas concert.

## KITCHEN SNACK STOCKER

Periodically keeps snacks stocked in kitchen.

Details:

- Use money from the box in the fridge to buy additional snacks for the kitchen. Contact TCSBA Treasurer if you run out of funds – there is no budget for snacks so the Board will have to be alerted.
- Remind Directors to remind members at least once in the beginning of the year for new members and again if you notice the donation funds don't equate roughly to the amount of snacks missing, that if they take a snack, it's the honor system to pay 50 cents for that snack/drink, either at that practice or at the next one. Snacks are not free. Snacks pay for snacks, so if there is no money, they'll stop getting snacks.
- Do not overstock, as that can sometimes lead to overgrabbing and underpayment.

## MEDIA COORDINATOR

Is in charge of all radio, paper, and online advertising, etc. Shares photos, gigs, and TCSBA info including about classes on TCSBA's Instagram and Facebook pages. In charge of the main TCSBA page; coordinates with whoever does the individual band social media pages.

- TCSBA main Facebook page: Tri-Cities Steel Band Association
- TCSBA Instagram: tri\_cities\_steel\_band\_assc

- TCSBA has no other official social media pages. If one or more is found, please report them to the Executive Board and then to FB/IG if deemed fraudulent.

## PLANT SALE COORDINATOR

Picks a date and works with a nursery to put on the annual Spring TCSBA plant sale (Mar/April). Historically this position is held by Kari Leggett.

## PLANT SALE COMMITTEE

Plans and coordinates the annual plant sale (Mar/April) alongside Kari Leggett. Helps choose which plants and flower baskets to sell, what to sell in advance, what to put online, what and how much to have at an on-site sale, how much to charge, whether we should order extra, how we will advertise, where we will have it if in person, where will pick up occur, etc. Committee agrees to help with the actual event (pick up/sales days) and clean up. Create a SignUpGenius if necessary for additional help/supplies.

## PAPARAZZI / PR PHOTOS (ALL)

These are parents from each band that love taking photos with their phone or any type of camera. Photos will be shared within TCSBA and may be used for promotional purposes and for the end-of-year Christmas Concert slide show (if done). Photos will remain in each band's database and may be used at any time in TCSBA's future.

Duties:

- TAKE 5+ awesome photos (clear and with the band) at each event (close up/distance mix, smiling kids and outtakes are a plus)
- UPLOAD them promptly (so that TCSBA's media volunteers can post with them on our webpage or social media sites in a timely manner) to your band's photo sharing location. Those are listed below:
  - Marimba: <https://tcsbamarimbas.shutterfly.com>
  - Steel Drums: <https://tcsba.shutterfly.com>
- If you have videos to share, please email them to [volunteer@tcsba.org](mailto:volunteer@tcsba.org) and they will be forwarded to the appropriate person.

## RESTAURANT-SPECIFIC FUNDRAISING LEAD

Any parent. Works closely with the Fundraising Coordinator with the aim to secure at least one restaurant fundraiser per month. Interfaces with TECH to request and follow up on media advertising both internal and external. Follows up with restaurant contact to obtain payment and with Treasurer (if mailed). Establishes positive community relationships for TCBSA, ones where we will be invited back to participate again.

## RETREAT COORDINATOR (ALL)

If there is no one signed up for this position on the SignUpGenius, a Lead/Co-Leaders will be appointed the Retreat Committee.

- This is the one (or two if co-leading) primary contact person(s) to interface with the Director and provide him info and updates.
- This person(s) will also be the one to email out any SignUpGenius link or other sign-up sheet/requests and will send a final email to parents with all details as soon as they are finalized so that everyone is on the same page BEFORE the event and with enough time to gather supplies, etc.
- This person(s) should attend all planning meetings scheduled or delegate to a specific person to lead the meeting and circle back with updates
- This person(s) takes a leadership role, not a dictator's role. Teamwork and timely responsiveness to texts, email or phone calls is a must.

## RETREAT COMMITTEE (ALL)

- Any parent within the band who wants to help plan all the details of your band's yearly retreat. Nominate one primary contact person to interface with the Director and provide him info and updates. That person will also be the one to email out any SignUpGenius link and will send a final email to parents with all details as soon as they are finalized.
  - Attend all planning meetings scheduled; respond timely to texts.
  - Help with transportation, set-up and clean-up. Typically a SignUpGenius or other method of requests is sent out via email to request additional band parent donations and assistance so that the burden is not all on the few parents on the planning committee.
  - Volunteers, see specific band notes below for examples of past retreats happenings/general notes:
- **BADUKU:**
    - This retreat typically occurs in mid-October over the course of a Friday night and Saturday morning. Members sleep in their own homes that night.
    - Mr. Hampton will determine a date; coordinate with him as early as possible so families can plan.
    - Retreat committee is responsible for ensuring the studio and bathrooms are clean, vacuumed and ready for rehearsals to resume as normal once the retreat is over. This may require coming back to the studio after the activity. Include help requests on the signup genius if needed.
    - Mr. Hampton typically provides all activities, and the kids will rehearse as well.
    - Friday Dinner: meal provided and served by the parents (taco bar, etc.)
    - Friday Dessert: S'mores and a campfire in front of the studio at night (with a parent or two to help)
    - Saturday breakfast provided at the studio the next morning (muffins, yogurt, bacon, etc)
    - Saturday Lunch: is a standing tradition of lunch at Fujiyama with Mr. Hampton attending also. A parent will need to pay for this on their personal credit card and request reimbursement from the TCSBA Treasurer via a Reimbursement Request Form located in the Manila folder on the side of the fridge at the studio). Attach all receipts to the completed form and drop it in the box on top of the fridge (same box you'd use for dues payments).
    - Transportation needs to be coordinated. Typically carpool via parent volunteers.
    - Saturday Activity: Typically, there is a bonding activity... in past years we've gone bowling. Activity options depend on amount of money available in the retreat budget. Check with TCSBA Treasurer and remember to account for the TBD bill at Fujiyama.

- 'BAHURU
  - If you have planned a retreat and can help with this section, please email [volunteer@tcsba.org](mailto:volunteer@tcsba.org) with the details you would like to see included here for the next person who signs up to guide this committee. We'd like to help ensure typical traditions, helpful notes, things that work/don't, where you've gone before, etc. get passed down to the next year's planning group. Thank you!
- OK2BOTAY
  - If you have planned a retreat and can help with this section, please email [volunteer@tcsba.org](mailto:volunteer@tcsba.org) with the details you would like to see included here for the next person who signs up to guide this committee. We'd like to help ensure typical traditions, helpful notes, things that work/don't, where you've gone before, etc. get passed down to the next year's planning group. Thank you!
- BRAM BRATA'
  - If you have planned a retreat and can help with this section, please email [volunteer@tcsba.org](mailto:volunteer@tcsba.org) with the details you would like to see included here for the next person who signs up to guide this committee. We'd like to help ensure typical traditions, helpful notes, things that work/don't, where you've gone before, etc. get passed down to the next year's planning group. Thank you!

## STEEL DRUM CASE REPAIR

This person is the primary contact for questions about, and takes on the task of, repairing the steel drum cases. Works together with Mr. Leggett to determine what, how and by when it needs to be completed.

## STUDIO COORDINATOR

- Any parent. Keeps an inventory of any supplies stock at the studio.
- Prepares the cleaning schedule and stocks cleaning supplies.
- Makes, posts and distributes the cleaning schedule (to Secretary for distribution).
- Ensures adequate stock of cleaning supplies are at the studio.
- Orders/purchases as necessary and submits receipts to TCSBA Treasurer for reimbursement. Receipt reimbursement forms are on the side of the fridge in the studio. Savvy shoppers appreciated.
- Maintains all non-cleaning supplies at the studio. Ex/ printer, toner, paper, pencils, sharpie markers, tape, appliances, paper towels, toilet paper, napkins, cups, utensils (for membership meetings, etc), backstock of current inventory.
- Coordinates with Studio Support person for help /duty share as needed.

## STUDIO SUPPORT

Any parent. Assists studio coordinator by checking on available inventory. Lets Studio Coordinator know what needs to be ordered. Accepts any agreed upon delegated duties.

## T-SHIRT / SALES COORDINATOR

- Any parent. Maintains positive active relationship with TCBSA's promotional item supplier(s) ensuring value, quality and timely processing.
- Works closely with Chaos Coordinators and Class Coordinators to see what they need and how to help; looks for constant ways to improve processes and product; All items will be ordered by and/or through this person unless otherwise agreed for a rush scenario. Ideally TCSBA will have only one person that speaks to the supplier.
- Places final order and follows through.
- Verifies count before distributing to bands, handles any quality issues, returns, etc. in a timely manner.
- Works closely with TCSBA Treasurer to ensure invoices are received timely, submitted to Treasurer timely and processed timely to maintain a fabulous working relationship.

## TENT REPAIR

Steel drum parent. Perform repairs on the pop-up-tents that the bands use at gigs to shield the players and instruments from the weather. Ask the Directors for more information if needed.

## TOUR COORDINATOR (MARIMBA, OK2BOTAY AND BRAM BRATA')

- Plans the details of and coordinates efforts of tour from start to finish. Main point of contact if Directors or parents have any questions.
- Schedules, sets up, and runs meetings with volunteers that have also signed up on the sign-up genius; invites all band members to the first planning meeting, at a minimum, so that they have the opportunity to be involved if they did not sign up in advance.
- Leads discussions on places for tour, ideas for gigs and activities, pros/cons of all the things, interacts with Director to determine his desires, is in charge of budget balancing as money is going in/out, is the person putting together/sending out family emails, gets Bram Food Planning Committee situated and interacts with them, interacts with Fundraising Chair(s) too.
- Makes sure every aspect of tour is covered: Transportation, Food (Bram Brata' typically prefers a sign-up for the Tour Food Committee and Fundraising Committee - as costs are rising and what we've typically had available for tour is now not enough to make it doable without large co-pays/fundraising, another sign-up on the sign-up genius is a must (for Bram Brata' specifically) going forward, Gigs, Activities, Financial, correspondence within band, correspondence within planning team, making sure contracts are done for ins purposes, and ENCOURAGEMENT FOR TEAM MEMBERS. A must!!!
- Keeps "big picture" of the band in focus while the team researches, interacts with gigs/fun activities people at locations sight... basically makes sure all t's crossed, all l's dotted.
- Thick skin, not easily drawn into drama, able to stay above and keep things reined in and moving forward when communication gets tough.
- FLEXIBILITY, not singularly agenda'd, but thinks about what benefits the BAND.

➤ Note for the MARIMBA Tour Lead: 'Baduku and 'Bahuru typically tour together. If not, they will need two separate tour leads to coordinate a Committee to plan their tour.

## TOUR COMMITTEE (MARIMBA, OK2BOTAY AND BRAM BRATA')

Helps brainstorm ideas for tour details, including location, gig ideas, and meals. Helps at tour to ensure a fun event. Helps provide/serve meals, clean up, drive as necessary. Support the Tour Planning Lead, sign up for other needed roles, carry out duties to make tour a fun success. Attend planning meetings, attend tour or plan to delegate role to someone on tour.

Specific position breakdowns (not all positions are included here, only those that TCSBA has received a specific request to outline):

- BRAM Tour Food Lead:
  - Leads and coordinates a team of volunteers “Bram Food Committee” that helps set up food on tour.
  - Is given list of meals, locations for meals and comes up with/sets up feeding the band/and or families as makes sense.
  - Figures out how much \$ is needed and gets it back to your planning committee so that they can set up co-pay budget based on this final number as well as activity number.
  - Also sets up snack sign-up
  
- BRAM Tour Fundraising Lead
  - Leads and coordinates a Fundraising Committee that researches options for fundraisers, sets them up, corresponds with families, collects \$/passes out items, whatever is needed, gets \$ to the Board Treasurer.
  - The Lead keeps close contact with the Board Secretary to ensure TCSBA-whole knows about the upcoming fundraisers and dates so they may participate.
  - The Lead coordinates with and gets approval from the TCSBA Fundraising Chair prior to booking fundraisers or sending out email to members to ensure there is no organization overlap and that we adhere to our requirements as a 501(c)3 organization.

Anything requiring a signature gets signed by the Board Treasurer.

## TRAILER MAINTENANCE (MARIMBA / STEEL DRUM)

Responsible for all repairs and maintenance related to the trailer used to transport instruments and supplies. Please note that any repairs or expenses incurred will be reimbursed or paid for by the TCSBA Treasurer.

Duties:

- Perform general maintenance of trailer and typical safety checks, such as checking the wiring, air pressure in the tires (fill if needed), etc. Inspect the trailer prior to and after each gig for any necessary or prudent repairs.
- Perform any repairs (if able and qualified) and/or take it for professional repair with Director approval (and return it to the studio). Ensure there are no gigs scheduled during the time the trailer may need to be dropped off for any extended servicing (check gig calendar and coordinate dates with Gig Scheduler and Director). Work with TCSBA Treasurer for funds approval/give them a heads up on:
- Work with Treasurer to ensure tags are renewed and maintenance is performed as needed.
- Maintain/update the Trailer Maintenance Log. If the log cannot be located, keep a current log and provide it to the Treasurer at the end of your term (and as may be requested), along with all documentation.
- Keep the Director informed of any future maintenance that needs to be performed and any concerns you may have. Email the Executive Board with info if repairs are necessary.

## VOLUNTEER COORDINATOR

- Maintains this working document; Makes edits to this document with consideration of member suggestions.
- Maintains the online job sign up list (currently on signupgenius.com); Ensures the Executive Board has access to current login information.
- Serves as the main point of contact if someone does not understand a role or the role they signed up for.
- Coordinates with TCSBA Secretary to contact membership if volunteers are needed. Attempts to fill open positions and solicit help from membership.
- If a position is BLANK on the SignUpGenius, then it is an open position actively looking for someone to fill it.
  - If you are doing a job, your name needs to be on the SignUpGenius; with one exception:
  - (The general understanding is this: If a member of TCBSA is needing someone to replace them in a role at TCSBA, they should delete their name from the SignUpGenius and email [volunteer@tcsba.org](mailto:volunteer@tcsba.org) to let the Volunteer Coordinator know they are vacating that job. If it is a job that needs to be filled at all times due to continuity of operations, the Executive Board must be notified the date as of which you they will no longer be able to perform those duties so that a replacement volunteer can be found or temporarily appointed to that role as soon as reasonably possible.)
- Keeps Executive Board, and Directors if applicable, informed of any concerning vacancies.
- Answers questions regarding TCSBA and position requirements to the best of their ability; refers to past job holder or another TCSBA family as appropriate.

## WEBSITE MANAGER

Maintain active operation of the TCSBA.org website. Keep it up and running to maintain a positive TCBSA online presence and provide a way for the public to find out more about TCSBA and its offerings. Program as needed to assist with operations.

General duties:

- Present it favorably to the public using welcoming graphics, photos, copy, font and design; Make prompt edits as necessary or requested by the Directors and Executive Board. Update copy periodically as appropriate.
- Work closely with TCSBA Treasurer to program payment related items such as classes, ticket sales, and plant sales. Ensure interface is smooth. Help process/verify refunds and other provide other assistance needed.
- Receive requests and feedback from the TCSBA membership; consider all requests and provide feedback, working in those items that the Executive Board and Directors may wish to include.
- Load website with information applicable to classes, fundraisers such as the plant sale, and other information helpful to TCSBA and or the public. Coordinate with Lead Class Coordinator, Plant Sale Lead and others that may need information posted or edited on tcsba.org.
- Ensure copy is updated as needed and any cancellation policies are clearly posted.
- Ensure access is granted to member sites; Monitor groups you are not officially part of for web administrative purposes only, not for content. Bring any non-web concerns to the Executive Board for resolution.
- This is a relatively new site; be on the lookout for continuous improvement options. Consult the Directors and Executive Board before making major changes to site, function, text, or design unless specifically requested by them.



## WIX EXPERIENCE

Do you have a WIX website? Have you created one? Have you edited one? Do you know how to program within WIX to add class type information or sell items? Then sign up in case we need your expertise and/or creative thinking skills. Thank you in advance for your willingness to help and your patience while we learn!

Resources volunteering in this spot may be contacted for assistance with updates and/or maintenance, and or asked to consider the Website Manager role at TCSBA, if vacated.

Skills: WIX website creation/programming familiarity

(DONE)