Position	2018/2019	Description	Commitment
KCBI Executive Board**			
All board members meet with directors each month, plan fundraisers and events. Voted on in May. 2 hours per month minimum			
President	**Lisa List**	Run meetings, answer emails, liaison between directors and boosters	Ongoing - minimum 1-2 hours per week during school year, more during retreats
Vice-President	**Tammy Guinee**	Fulfill duties of president if absent, chair nominating committee, assume president position in subsequent year	2 hours per month minimum
Secretary	**Christine Hart-Myhre**	Take minutes at executive and booster meetings, create action steps	2 hours per month minimum, plus time to complete minutes and action steps
Treasurer	**Kriss Zielinski [NEED MENTOR FOR 19/20 SEASON]**	Booster budget, deposits booster funds, get cash for events, pay bills, reimbursements	Ongoing, 2 hours minimum plus must be able to retrieve funds from school, deposit at bank, update budget, etc.
Chorale / Curriculum Choir Coordinator	**[OPEN]**	Serve on board	2 hours per month minimum
Men in Motion Rep	**[OPEN]**		
ESS Rep	**[OPEN]**	Serve on board	2 hours per month minimum
Band Reps	**[OPEN]**	Serve on board	2 hours per month minimum
Fundraising / Credits Coordinator	**Jenny Taffe & Nancy Dorsey [NEED MENTOR FOR 19/20 SEASON]**	Help find individual and group fundraisers, creates sign ups, oversees MOA, brat stand, cookie dough	2 hours per month minimum
Immediate Past President	**Kriss Zielinski**	Serve on board	2 hours per month minimum
Bloomington Gold -Later January/Early Feb			
Bloomington Gold Chair	**Matt Dymoke**	Coordinates Bloomington Gold Competition	ongoing, many
BKG Steering Committee	**Jenny Taffe**		
BKG Steering Committee	**Kris Smallfield**		
BKG Steering Committee	**Tanya Cote**		
Other Gold Leads - transportation, food, volunteers, etc.	**[Several TBD]**	lead volunteers in area	meets with Gold Committee monthly, more before event
Pasta Dinner - January			
Committee Chair	**[OPEN]**	Tickets and promotional materials, keep track of money turned in, get cash for day, secure food donations, order food, contact custodians and kitchen staff, coordinate other leads	Approximately 40 hours beginning about 4 months before event
Volunteer Coordinator	**[OPEN]**	create sign up for volunteers, create name tags, check in volunteers day of event, help with clean up	3-5 hours before event, day of event
Silent Auction Coordinator	**[OPEN]**	Contact businesses for silent auction items, arrange items and bid sheets, coordinate pick up of items at end of auction, help with clean up	20 hours and day of event. Begins several months before the event. Can be shared with several people
Decorations Lead	**[OPEN]**	Pull items from storage or purchase, lead volunteers, help with clean up	1- 2 hours before and 2-3 hours day of event
Food Coordinator	**[OPEN]**	Advise servers and bussers before shifts and coordinate during, help with clean up	During event
Group - Other			
Car Wash - July	**Dawn Noard**	Print tickets and put in envelopes for students, flyers, contact custodians, coordinate supplies (from supply room) and volunteers on that day, keep track of money turned in, get cash for day, count money and return to treasurer	3-5 hours before event and day of event
Pancake Breakfast - Sept	**Heidi Denysenko**	Print tickets and put in envelopes for students, flyers, coordinate volunteers, keep track of money turned in, get cash for day, count money and return to treasurer	3-5 hours before event and morning of event (approximately 8 am to 1:00 pm)
Buttons	**Pres / VP**	Create button form, coordinate pictures, make buttons	1-2 people, 3 hours total (usually January)
Publicity / Community Outreach	**[OPEN]**	Send info to district, sun current, distribute posters	ongoing, 30 minutes per month
Retreat Meals	**Tammy Guinee**	Decide on meals, check supplies, purchase food and supplies, if needed	1-2 hours before, 2-3 days in summer/fall, 2-3 days December
Set-Building - Lead	**[OPEN]**	Assign volunteers tasks during set building, purchase supplies	Sundays in November, possibly some December retreat
Set Building - Assistant(s)	**[OPEN]**	Work with current set building lead, coordinate volunteers	Sundays in November, possibly some December retreat
Sewing Lead - RIG	**Sharon Bryan**	Measure students in summer, help with alterations, help with emergency fixes during competitions, direct other sewing volunteers	2 hours in summer, during evening rehearsals before Holiday show, during December retreat, days of competition
Sewing Lead - ESS	**[OPEN]**	Measure students in summer, help with alterations, help with emergency fixes during competitions, direct other sewing volunteers	2 hours in summer, during evening rehearsals before Holiday show, during December retreat, days of competition
Volunteer Coordinator	**Pres / VP**	Create sign ups for car wash, pancake breakfast, concerts, Con Brio Cabaret, Holiday Show and RIG annual, other as needed, send link to President and website coordinator	1.5 - 2 hours
Website and online calendar	**Jenny Taffe**	Update website	ongoing and minimal
Alumni Liaison	**[OPEN]**	Coordinate with alumni parents to assist current students where needed, i.e. volunteer shifts, fundraising, etc.	ongoing and minimal
Individual			
Concessions Manager (Eagle Café)	**Chris Volante [Co-Manager Needed!]**	Create volunteer sign up, open and close, purchase food, figure payout	Approximately 30-32 events, 10% of payout to individual account (split between families)
Concessions Manager - Apprentice	**[OPEN]**	Shadow concessions manager for current season, assume duties following year	Approximately 30-32 events, 10% of payout to individual account (split between families)
Fireman's - July	**Margaret & Steve Monson**	Mail info to families, assign shifts, oversee volunteers during event, control cash during event, figure hours for payout	Hours before event (May, June) all weekend during event, some after - paid for hours to individual account
Scrip	**Jenny Taffe**	Promote Scrip, send emails, order gift cards and figure payout	1 hour per month
GTMD	**Jenny Taffe**	Update our Give to Max Day donation site, send out emails	1-2 hours, more on GTMD
Concert Volunteers	**Pres / VP**	get cash - count and return funds	30 minutes to 1 hour
Con Brio Cabaret	**[OPEN]**	order dessert, check or purchase supplies, coordinate volunteers on that day	1-2 hour ands during event(2 nights)
Holiday Show - December			
Raffle Basket Coordinator	**[OPEN]**	Finds baskets and arranges items for display, oversees drawing on Saturday night	2-3 hours before and during event
Concessions Lead	**[OPEN]**	Pick up food for concessions	1 hour
Usher Lead	**[OPEN]**	Coordinate ushers	During event (3 nights)
Set- Building	**[OPEN]**	Assign volunteers tasks during set building, purchase supplies	Sundays in November
RIG Annual - May			
Flowers	**[OPEN]**	Purchase flowers and supplies	1 hour before and during event (2 nights)
Concessions	**[OPEN]**	Pick up food for concessions	1 hour
Ushers	**[OPEN]**	Coordinate ushers	During event (2 nights)
Buttons	**Pres / VP**	Create button form, coordinate pictures, make buttons	1-2 people, 3 hours total (usually January)
Other Family Expectations *			
Bloomington Gold	**ALL FAMILIES**	2 shifts per family	Shifts vary, 2 to 6 hours
Pasta Dinner	**ALL FAMILIES**	1 shift per family	November 2017, 2 hour shift
Concerts, Holiday Shows, RIG Ar	**ALL FAMILIES**	1 shift per family	shifts vary but are usually short, volunteers do not pay admittance
Car Wash, Pancake Breakfast	**ALL FAMILIES**	Some needed	2- 3 hour shifts
*Other than student - students will be assigned their own shift			

Open - position is or will be open or can be shared

Train - will need to be trained in on position