

## **Ballard Performing Arts Boosters Needs YOU!**

The Ballard Performing Arts Booster Club exists to support the directors in many ways including: informing parents and guardians of all Performing Arts activities, requirements, and events, promoting community attendance to events, recruiting volunteer helpers, fundraising options and maintaining a presence in social media.

Without the support and participation of our parents/guardians the Performing Arts at Ballard High School would not be the excellent program it is currently. Looking to the 2016-17 school year, we have the following lead positions open listed below.

**Join us on the Board for a fun and fulfilling experience. Tell us what you would like to do at [ballardperformingarts@gmail.com](mailto:ballardperformingarts@gmail.com)**  
or call Mara Lim at 251-6036

### **VP Volunteer Coordinator**

- o Time commitment: 8 hours/month
- o Where: At home and in person
- o Meetings: Board & General meetings, committee mtgs as needed
- o Description: Organize our fantastic parent volunteers for Booster events. Create and updates Sign Up Genius, relays event needs to newsletter, confirms all volunteers, sends thank you notes.

### **VP Finance Lead**

- o Time commitment: 6 hours/month
- o Where: At home and in person
- o Meetings: Board & General mtgs, committee meetings.
- o Description: Assist President, Chair the Finance Committee which consists of Treasurer, Fundraising Lead, and one other volunteer. The committee drafts projects, and maintains budget, assists directors with budgeting.

### **VP Communications Lead**

- o Time commitment: 6 hours/month
- o Where: At home and in person
- o Meetings: Board & General mtgs, committee meetings.
- o Description: In charge of communication and promotion to the community at large. Leads promotional committee (E-Newsletter Lead, Publicity Lead, Social Media Lead and Graphic Designer) and takes one of the communications positions on that committee.

### **E-Newsletter Lead**

- o Time commitment: 6 or more hours a week
- o Where: At home
- o Meetings: not mandatory
- o Description: Do you like to be in the know and share good news? Will design layout in Constant Contact of weekly enews, gathers info from directors and other board members, coordinates with publicity. The current editor is very willing to help you start up.

### **Social Media Lead**

- o Time commitment: 2 hours/week, more before shows and concerts
- o Where: At home
- o Meetings: Communications committee meeting as needed
- o Description: Do you think in terms of hashtags and twitter accounts? We need your social media skills to work with a team of parents to keep our Twitter, Facebook and Instagram accounts active and current. In addition has a Vimeo, and Flickr account and coordinates with other media leads.

### **Graphic Design Lead**

- o Time commitment: Approx. 7 posters
- o Where: At home
- o Meetings: Communications committee meeting as needed
- o Description: Designs posters for concerts, shows, and fundraising events for both printing and online assets. Okay to templatize. Does not include Drama productions or yearly concert program cover.

### **Spaghetti Dinner Chair - (Event February 2017)**

- o Time commitment: October - February
- o Where: At home and in person
- o Meetings: Ad hoc, plus report to board
- o Description: Recruits committee to plan winter Spaghetti Dinner. Coordinates with Ms. Rowley and Mr. Riley and their reps.

### **Dessert Dash Chair**

#### **BHS Foundation Golf Event, August 21st, 2016**

- o Time commitment: 4 hours for emails, 8 hours day of tournament
- o Where: At home and in person
- o Meetings: Ad hoc, plus report to board
- o Description: Organizes collection of desserts for golf dinner event. Organizes transport to the site and setup of table including signage of each dessert. Job does not include table bid cards, or any other auction details during the event.

### **Tentative**

#### **Ballard Performing Arts Booster Board 2016-17**

<b>Position</b>	<b>Name</b>
President	Mara Lim
VP Finance	
VP Volunteer Coordinator	
VP Communications Lead	
VP Fundraising and Events	Nanette Magno & David Rice
Treasurer	Mike Hansen
Secretary	Rebecca Staffel
Uniform Lead	Jill Hansen
Publicity Lead	Ann Selberg
E-Newsletter Lead	
Calendar Owner	Diane Taylor
Website Chair	Sarah Christopherson
Social Media Lead	
Graphic Design Lead	
Band Rep	Ingrid Riley
Orchestra Rep	Sylvia Schweinberger
Jazz Rep	Patti Kashiwa
Choir Rep	Page Harader
Drama Rep	Bonnie Moses
Bake Sale Lead	Jill Hansen
Spotlight Gala Chair	Jen Witeck
Spaghetti Dinner Chair	
Opening Night Gala Chair	Bonnie Moses
Dessert Dash Chair	

#### **Ballard Performing Arts Boosters Meetings**

On the 2nd Tues of the month at 5:45pm with directors and some months also at 7pm for General Meetings  
On the 4th Tues of the month at 7pm, executive board only.