

**2017-2018 PAPA Board Nomination Positions  
(The positions in bold need a nominee/volunteer)**

**Executive Board Members**

President	PAPA Board Leader. Runs membership meetings and ensures membership is informed of Directors' requests and needs. Stays updated on all PAPA activities and helps provide resources where needed. Maintains application and permits with CUHSD. Liaison with Leigh administration.
<b>Vice President, Operations*</b>	<b>Leads the Operations team. Coordinates the equipment usage for all PAPA groups, sets up workdays, and ensures that all equipment is maintained, in good working condition, and in compliance with permits and laws. Ensures the PAPA garage and corral is clean and in order.</b>
Communications Chair	Leads the Communications team. Coordinates communications including emails, social media posts, calendar, and website communications. Works with Directors and team members to get messages out to members about upcoming activities and events. Maintains contact lists, web domains, and email aliases.
Fundraising Chair	Coordinates the timing of all PAPA fundraisers and informs the Communications team of calendar of events. Coordinates the completion of the fundraising part of the CUHSD booster application. Is NOT required to be a lead for any fundraiser.
<b>Secretary*</b>	<b>Records PAPA meeting minutes and documents them in written form after each PAPA meeting.</b>
<b>Treasurer*</b>	<b>Maintain the PAPA books. Set up bank accounts. Pulls together the annual budget based on input from Board members and Team Leads and keeps track of budget on a monthly basis. Pay bills and deposit monies from donations and fundraisers. Distributes annual donation letters. Pays insurance policy. Does NOT make purchases.</b>
Assistant Treasurer	Document Treasurer procedures, complete establishment of new PAPA booster, support Treasurer with budgets, payments, and deposits.

**Dedicated and At Large (Voting) Positions**

<b>Music Liaison*</b>	<b>Assist Band Director with organizing concerts for all music ensembles. Inform PAPA of event needs, including volunteers, equipment, food, and fundraising. Partner with Choir Liaison for combined events. Could entail planning an event with travel.</b>
Choir Liaison	Assist Band Director with organizing concerts for all choir ensembles. Inform PAPA of event needs, including volunteers, equipment, food, and fundraising. Partner with Music Liaison for combined events. Could entail planning an event with travel.
Theater Arts Liaison*	Assist Theater Director with organizing activities and theatrical events. Inform PAPA of event needs, including volunteers, equipment, food, and fundraising. Could entail planning an event with travel.

<b>At Large*</b>	<b>Ensure that the board operates according to by-laws and helps with special requests or volunteer needs. Great position for someone who wants to get involved and learn more about how PAPA operates. There are 4 At Large positions, and currently one position does not yet have a nominee.</b>
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**Team/Activity Leads (Not Voting, but Participating)**

Marching Band Coordinator	Assist Band Director with organizing activities for Marching Band, including registration, parent meetings, fundraising, purchases, schedule, volunteers, and travel needs.
Winter Percussion Coordinator	Assist Percussion Director with organizing activities for Winter Percussion, including registration, parent meetings, fundraising, purchases, volunteers, and travel needs.
Winter Guard Coordinator	Assist Guard Director with organizing activities for Winter Guard, including registration, parent meetings, fundraising, purchases, volunteers, and travel needs.
Rummage Sale Chair	Leads the team and coordinates volunteers to plan and execute the event. Secures permit with CUHSD. Works with school administrators and Directors to coordinate students and other school activities. Event occurs in August.
<b>Crab Feed Committee Chair*</b>	<b>Leads the team and coordinates volunteers to plan and execute the event. Secures permit with CUHSD and Health Department. Works with school administrators and Directors to coordinate students and other school activities. Event occurs in February.</b>
Crab Feed Auction Chair	Leads the auction team. Reaches out to local businesses and the community to secure items for the silent auction. Prepares auction packages. Event occurs in February.
Mattress Fundraiser Chair	Leads the team and coordinates volunteers to plan and execute the event. Secures permit with CUHSD. Works with school administrators and Directors to coordinate students and other school activities. Event occurs in October.
<b>Longhorn Stampede Chair*</b>	<b>Leads the team and coordinates volunteers to plan and execute the event. Secures permit with CUHSD and City. Works with school administrators and Directors to coordinate students and other school activities. Event occurs in May.</b>
<b>See's Candy Fundraiser Lead*</b>	<b>Spread the word about the fundraisers, collect orders, and distribute orders. Takes place in November and December.</b>
<b>Escrip/Amazon Coordinator*</b>	<b>Sets up PAPA as a qualifying non-profit with Escript and Amazon. Advertises the link through PAPA communication channels.</b>
Food Crew Chair	Leads the food team. Coordinates with Directors to determine food needs for events, especially for activities where a group travels. Coordinates the planning of the meals, shopping, food preparation, and serving. Maintains the Food Crew kitchen and shelves in PAPA garage.
Uniform Committee Chair	Leads the uniform team. Coordinates the purchase of uniforms, t-shirts, and uniform accessories. Ensures that uniforms are catalogued, clean, and properly stored when not in use. Maintains the Marching Band crash cart.

Volunteer Coordinator	Maintains PAPA iVolunteer account and works with team and event leads to add volunteer shifts to the site.
First Aid Coordinator	Takes inventory of all first aid kits and ensures they are replenished at the beginning of the Fall and Winter seasons, and old medications and materials are properly discarded.
<b>HSC Liaison*</b>	<b>Attends both HSC and PAPA meetings. Inform HSC of PAPA events and activities. Informs PAPA of important information shared at HSC meetings.</b>
Auditor	Conducts an independent audit of PAPA's books to ensure all payments and deposits are properly accounted for.
<b>Theater Arts Budget Support*</b>	<b>Assist Theater Arts Director with purchasing props, supplies, etc. Help with budget and collecting theater arts monies and turning over to PAPA Treasurer for deposit. Assist the PAPA Treasurer to create/maintain the theater arts portion of PAPA budget.</b>