



**ERIN BROWN - SECRETARY**

EXECUTIVE BOARD RESPONSIBILITIES	INDIVIDUAL BOARD ROLES
<p><b>Recording Secretary</b>                      Maintains Meeting Minutes                      Maintains DPM Attendance Records                      Maintains Voting Delegate Records                      Distributes &amp; Collects Show Host Contracts                      Oversees Submission of Rosters &amp; Insurance                      Web-Based Records Management</p>	<p><b>Awards Specialist</b>                      Championships Plaques &amp; Medals                      (oversees design &amp; orders quantities)                      Humanitarian Award (order award)                      Sportsmanship Award (solicits noms &amp; oversees voting)                      Hall of Fame Award (order)                      Solo Medals (oversees design &amp; orders quantities)</p>
<p><b>Participant Relations Manager</b>                      Primary Contact to DPMs</p>	<p><b>Scholarship Committee Chair</b>                      Solicits Parties to Review Scholarship Applicants</p>
<p><b>Parliamentarian</b>                      Assists the President in Conducting Meetings                      Proposal Writing Consultant                      Policies &amp; Procedures Co-Chair: Assists in Drafting &amp;                      Interpretation of ...By-Laws, Policies and Procedures</p>	

**JACKIE PRICE - TREASURER**

EXECUTIVE BOARD RESPONSIBILITIES	INDIVIDUAL BOARD ROLES
<p><b>Financial Director</b>                      Prepares the Budget &amp; Financial Records                      Financial Oversight/Liaison Over All Committees                      Dues Collections Maintenance of Quicken Accounts                      Maintains "Dues Paying Members" Active List (Payments)                      Issuance of FFCC Checks                      Oversees Banking Accounts &amp; Transactions:                      Deposits / Invoices / Reimbursements                      Oversees Corporate Credit Card, PayPal, Square,                      and Merchant Accounts                      Runs Monthly Reconciliation Reports                      Negotiates Hotel Contracts                      Legal Contracts w/ Financial Obligations                      Filing of Taxes &amp; State of Florida Fees                      Maintains Insurance Premiums                      Establishes County School District Accounts                      Manages Ticket Sales @ FFCC Sponsored Events ( Wristbands)                      Monitors Event Attendance for Music Licensing                      Disseminates Show Host Invoices                      Web-Based Financial Records</p>	<p><b>Susan Taylor Humanitarian Award Chair</b>                      Solicits Nominations                      Receive Submissions and submit to Board for selection</p>
<p><b>Official Correspondence Secretary</b>                      Scholarship Donor Contact                      Hotel Contracts                      FFCC PO Box</p>	

## JOHN CAMPESE

EXECUTIVE BOARD RESPONSIBILITIES	INDIVIDUAL BOARD ROLES
	<b>Percussion &amp; Winds Representative</b> Member Correspondence
	<b>Percussion/Winds Advisory Board Chair</b> Review of Proposals prior to End of Year Meeting
	<b>Perc-Wind Premiere/Focus Show Contact</b>
	<b>Education Committee</b> Outlines Field Days / Premiers Structure Offers Recommendations for Clinicians
	<b>Financial Business Advisory</b> Hotels - Merch Capital - Catering - OC Contracts
	<b>PR / Marketing Team</b> Corporate Focus

## TREVOR COX

EXECUTIVE BOARD RESPONSIBILITIES	INDIVIDUAL BOARD ROLES
	<b>Web-Based Contest Coordination</b> Contest Administrator Oversight Performance Schedules & Draws
	<b>FFCC Sponsored Events Planning</b> Site Management with Show Hosts
	<b>Championships Event Manager</b> Oversees all contest-related aspects of the Champs (staffing, scheduling, routing, set up, break down) Retreat Ceremony
	<b>Show Host Liaison</b> Show Host Training / Staffing Show Host Handbook / FAQs Distributes & Collects Show Host Contracts Arrange with Show Hosts Tables for Vendors at Events
	<b>Contest Staff Management</b> Training & Scheduling
	<b>Policies &amp; Procedures Co- Chair</b> Assists in Drafting & Interpretation of ... By-Laws, Policies and Procedures

## JAMIE DYER

EXECUTIVE BOARD RESPONSIBILITIES	INDIVIDUAL BOARD ROLES
	<p><b>Colorguard Advisory Board Chair</b> Review of Proposals prior to End of Year Meeting</p>
	<p><b>Guard Director 101 Web Q&amp;A</b> Info/FAQ Packet Development / “How To” Videos Show Etiquette – Parents &amp; Performers Rotation Time Management / Budgeting Guidance Overview of Rules, Policies &amp; Procedures</p>
	<p><b>Education Committee</b> Outlines Field Days / Premiers Structure Offers Recommendations for Clinicians</p>
	<p><b>Awards Specialist</b> Premier/Focus Show Awards (design &amp; order quantities)</p>
	<p><b>FFCC Sponsored Events Planning</b> Site Management with Show Hosts Arrange with Show Hosts Tables for Vendors at Champs</p>
	<p><b>Video Specialist</b> Editing Supervisor</p>
	<p><b>FFCC Event Catering Team</b></p>

## CICHELE FIELDS

EXECUTIVE BOARD RESPONSIBILITIES	INDIVIDUAL BOARD ROLES
	<p><b>PR / Marketing Team</b> Press/Marketing Package &amp; Brochure EXPO Booths Seeks Corporate Sponsorships Primary Contact for Sponsors Primary Contact for Businesses</p>
	<p><b>Communications &amp; Website Director</b> Website Posts, Articles &amp; Snapshots Website &amp; FFCC App announcements Social Media Newsletter Membership Surveys Yearly “History” Updates (WGI, Scholarship, HOF, etc)</p>
	<p><b>Championships Program Specialist</b> Oversees Project Design, Creation &amp; Printing Oversees Season Photo Drop Website Advertisements</p>
	<p><b>Convention Bureau Liaison</b></p>
	<p><b>Vendor Contact FFCC Events/ Champs</b> Submit Contract to Vendors (list can/cannot sales) Bill Vendors for Spaces Contact Previous Vendors</p>

## KELLY ROSS

EXECUTIVE BOARD RESPONSIBILITIES	INDIVIDUAL BOARD ROLES
	<b>Guard Director 101 Web Q&amp;A</b> Info/FAQ Packet Development / “How To” Videos Show Etiquette – Parents & Performers Rotation Time Management / Budgeting Guidance Overview of Rules, Policies & Procedures
	<b>Education Committee</b> Outlines Field Days / Premiers Structure Offers Recommendations for Clinicians
	<b>Video Specialist</b> - Video Project Contact Editing Supervisor
	<b>Solo Contest Coordinator</b> Sign-up & Application Process Oversight Event Scheduling Oversight
	<b>FFCC Event Catering Team</b> Champs Social Event Director

## ALAN SMITH

EXECUTIVE BOARD RESPONSIBILITIES	INDIVIDUAL BOARD ROLES
	<b>Colorguard Membership Liaison</b> Member Correspondence
	<b>Education Committee Chairman</b> Outlines Field Days / Premiers Structure Offers Recommendations for Clinicians
	<b>Guard Director 101 Web Q&amp;A</b> Info/FAQ Packet Development / “How To” Videos Show Etiquette – Parents & Performers Rotation Time Management / Budgeting Guidance Overview of Rules, Policies & Procedures
	<b>Policies &amp; Procedures Co- Chair</b> Assists in Drafting & Interpretation of ... By-Laws, Policies and Procedures

## ANDY SNOW

EXECUTIVE BOARD RESPONSIBILITIES	INDIVIDUAL BOARD ROLES
	<b>ID Badges</b> Branding & Distribution Distinction Ribbons (HOF, Humanitarian, Judge)
	<b>PR / Marketing Team</b> Logos & Branding Creation of New Sales Items Manages Inventories of Sale Items

	<b>Video Specialist</b>
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	Editing Supervisor
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