

JET Band - Mum Committee Job Descriptions

Purchasing/Inventory/Create Forms/Fill Orders

The Inventory Chairperson would be responsible for mum supplies. Duties of this subcommittee include:

- Deciding what new items will be added to inventory.
- Purchasing supplies (This could include a trip to market in Dallas, but not required).
- Update sales forms to reflect new items and price changes.
- Ready supplies for use by mum makers (sorting into bins for ease in locating & counting, removing tags, etc).
- Keeping track of all of the mum parts needed prior to sales.
- Let bear dressers and mum makers know how much needs to be premade.
- Replenishing supplies during mum making.
- Filling orders (fill bag w/ trinkets, ribbons, etc. selected on order form) as they are sold.
- Counting inventory after sales are complete.

Bears (w/ group of volunteers):

This Chairperson leads the bear-dressing part of the mum factory, and works along with a small group to dress bears in standard and custom attire. Duties include:

- Coordinate w/ Inventory Chair to advise on number of bears to order.
- Coordinate w/ Inventory Chair to advise on ribbons/fabric/trinkets needed for bears.
- Coordinate w/ Inventory Chair to keep tally of bears ordered as mum/garter orders are filled.
- Make Special Request Bears as ordered.
- Pre-dress standard bears: **Small Bears** – Band, Tuxedo & Jeans/Overalls; **Large and Small Bears** – Formal Gowns, Princess, Angel, Cheerleader, Athletic Uniforms & Graduates.

Mum-making (w/ group of volunteers)

This Chairperson leads the mum factory and works with a group of volunteers to produce the mums/garters. Duties are:

- Coordinate with Inventory/Purchasing Chairperson on supplies needed.
- Set Mum Making Schedule and coordinate w/ Advertising Chair to recruit volunteers.
- Make up “homework” packets for volunteers to make mum parts at home.
- Train newbies, oversee and participate in making mum parts in advance of sales such as:
 - Cut ribbon – mum and garter lengths: blue, white, silver, gold
 - Make tails – mums and garters: blue/white, silver/white, gold/white
 - Make backs – make points, loops, pinwheels and staple to backs: blue/white, silver/white, gold/white
 - Weave braids – mum and garter sizes
 - Prepare mum accents – separate, apply chenilles, etc.
 - Prepare trinkets – separate, wrap key chains if desired, paint if needed (drums, finger cymbals, etc.), create instruments (flute, clarinet, oboe, etc).
 - Make Homecoming/Yr. ribbons – mum and garter sizes
 - Cut and knot curling ribbon – mum and garter lengths
- Oversee design of Pacesetter & Color Guard mums and arrange for their production.
- Coordinate with Sales Chair to produce sample mums/garters for the sales display.
- Coordinate w/ Sales Chair to set cut-off dates or number limits on mum sales as production is underway.
- Assign priority on completing mum/garter orders (earliest ordered/first out; other schools’ dates, etc.)
- Produce finished mums/garters, and send on to Quality Control process.

Photography/Advertising/Posters/eNews/Blasts/Website

The duties of this Chairperson include all methods of communication to advertise mum sales at THS.

This person coordinates closely with the Sales Chairperson. Duties are:

- Write e-mail communications announcing mum sales and need for mum volunteers, and submit for THS eNews and JET Band Blast.
- Submit mum announcements for posting on THS website and JET Band website.
- Advertise in appropriate venues such as posters at school; submit information to local newspapers, etc.
- Photograph Mum Mobile, Sample Mums, Bears, etc., and submit photos & write-ups for posting on the JET Band website at start of mum sales season.

Sales (w/ group of volunteers)

The Sales Chairperson is responsible for the following duties:

- Prepare the Mum Mobile to display all items available.
- Prepare Sales Poster for days when mums are sold in both lunchrooms.
- Decide on mum/garter samples needed for sales display.
- Coordinate with Purchasing/Inventory Chair to verify items, prices, order forms, etc.
- Copy order forms, receipts, prepare signs, calculator, clipboards, cash for change, order folders, etc., for sales table.
- Set Mum Sales Schedule, recruit volunteers to man the table, and send e-mail reminders.
- Prepare “Instructions for Sellers” and train new sales workers.
- Turn in orders/deposits to the Inventory/Fill Orders Chair at the end of each sales period.

Quality Control

This job entails checking each mum prior to mum pick up. Duties of this committee include:

- Comparing completed mum to order form, making sure mum is complete with everything that was ordered.
- Making sure mum is constructed well and that nothing will fall off.
- Check overall appearance of mum for quality and appearance.
- Logging completed mums (make list with customer name and phone number for distribution committee to call).
- Bagging and racking mums for pickup.

Distribution/phone calls (with a couple of helpers)

The Distribution Chairperson coordinates the delivery of finished mums/garters to customers. Duties are:

- Use list of completed orders from QC and call customers to notify them about pickup.
- Set the pickup schedule after school, evenings, etc.
- Recruit helpers to distribute finished products and collect balances due.
- Move rolling racks of finished mums/garters to pickup area, distribute mums/garters, and return racks to safe storage location afterward.
- Mark order forms to show product picked up, and turn in completed order forms and money/checks to Finance Chairperson.

Finances/Mum Order Input/Deposits

The Finance Chairperson would be responsible for dealing with the money side of mums. Duties include:

- Coordinate with Pacesetter and Color Guard representatives to place their orders.
- Making sure sales group has change on hand during sales.
- Making sure the distribution group has change on hand during distribution.
- Inputting sales information into the computer (customers name, phone number, type of mum ordered, deposit made, balance due).
- Inputting final payment information once mum has been picked up.
- Making regular deposits to the band treasurer as funds accumulate.
- Keeping track of purchases and reimbursements.
- Summarizing sales data.