

COMMITTEE DESCRIPTIONS

BOTAR COMMITTEES

Reporting to Vice President of BOTAR Activities

ADMIN ASSISTANT

This person may help the Vice President of BOTAR Activities with preparation of the following:

1. Committee packets
2. Letters to parents
3. BOTAR, Escort, and parent address lists
4. BOTAR, Escort and parent notebooks
5. Meeting notices.

It is necessary to have a Microsoft compatible computer and email. This job lasts from February through the Ball.

BOTAR BEAUTY EVENT

This committee is chaired by a BOTAR who helps the girls learn how to do their make-up. She has a stylist also show them how to do their hair. It is a daytime or early evening event.

BOTAR BUFFET

This committee plans the party that introduces the new class of BOTARs to each other and to the Executive Committee for the first time. The BOTARs learn about the organization, discuss the expectations and learn the names of their escorts. The committee makes all the arrangements for the party. The party is usually held in a private home. All committee members attend to ensure the event runs smoothly. Traditionally, members of the immediate past year's BOTAR class are invited to help with the party.

BOTAR PARENT WELCOME

This committee plans the weeknight event for all parents of the new BOTAR class. The committee makes all arrangements for the party. All committee members attend to ensure that the event runs smoothly.

ESCORT MOTHERS' COFFEE

This committee plans the weekday event for mothers' of this year's escort class. The committee makes all arrangements for the coffee. All committee members attend to ensure that the event runs smoothly.

GIFTS

This committee is in charge of purchasing, wrapping, and delivering all of the gifts given by the BOTAR Organization.

HISTORIC GOWNS This committee stages a short fashion show highlighting previous BOTAR gowns during the Presidents' Tea. They photograph the new gown for the scrapbook and keep gowns cleaned and pressed.

INVITATIONS This committee arranges the printing, addressing, and delivery of invitations to new BOTARs and Pages.

KICK OFF DINNER

This committee plans a casual dinner for the first night of dance rehearsal.

MOTHERS' DESSERT

This committee plans the party that provides information to the mothers of the new BOTAR class. The committee makes all arrangements for the party. The evening event is usually held in a private home. All committee members attend to ensure the event runs smoothly.

PARTY COORDINATOR

This chairman works with the parents to suggest groups, dates, themes, and locations for private parties.

PRESIDENTS' TEA

This committee plans the afternoon tea formally introducing the new

BOTAR class, Page class, and their mothers to the past BOTAR Presidents and the Executive Committee. This committee will work closely with the Historic Gowns committee.

REHEARSALS

This committee attends rehearsals to ensure that the rehearsals run smoothly.

They practice with the Royal Escorts during rehearsals. Rehearsals are usually held on Monday and Thursday evenings for the six weeks leading up to the Ball. The Dress Rehearsal is usually held the Friday night before the Ball. The Chairperson is also responsible for the maintenance of the fans. The Chairman will also serve as a Board Member.

ROYAL WELCOME

This committee plans the party honoring the new class of BOTARs, Escorts, and their parents to be held at the American Royal. All committee members attend to ensure the event runs smoothly.

BALL COMMITTEES

Reporting to Vice President of the BOTAR Ball

ADMIN ASSISTANT

This person helps the Vice President of the BOTAR Ball with the preparation and distribution of the following:

1. Committee packets
2. Meeting notices
3. Creation and printing of the Ball presentation script, timeline for the week of the Ball, and dress rehearsal script.

This person should have access to a Microsoft compatible computer and be comfortable with its use. She may be asked to help the Vice President of the BOTAR Ball in many ways throughout the year especially during the week of the Ball. This position lasts approximately from mid-February through the Ball.

BALL INVITATIONS/ADDRESSING

This committee is in charge of addressing sessions for the Ball invitations. The chairman picks up the invitations and may keep them after they are addressed, stuffed and stamped until they are ready to be mailed. She arranges all aspects of the addressing sessions, including the location, which may be in her home, another home or at Club. The chairman coordinates with the Benefactor Chairmen. This committee's commitment runs from July through September.

BENEFACTORS

This committee's function is to assist in securing Benefactors and Underwriters of the BOTAR Ball and to receive all reservations and contributions in response to Benefactor and Underwriter invitations. The Chairman will be a Board Member.

DECORATIONS ASSISTANTS

The decorations assistants' committee primary responsibility is to set up the day of the Ball, help the Friday night before is sometimes needed as well. They may be asked to assist with logistics of ball decorations including: phone calls, securing items, lighting, table clothes etc.

DRESSING ROOMS AND PROPERTIES

The dressing room committee members attend the rehearsals the week of the Ball and assist the BOTARs on the night of the Ball. They also help the Vice President of Public Relations and her assistant to get all BOTARs, Escorts and Royal Escorts to their photographs on time, and they assist the Staging Committee during the Presentation.

FORMALWEAR COORDINATOR/DRESSING ROOMS

This committee makes arrangements for formal attire rentals for the Escorts, Royal Escorts, Presenters, BOTAR Executive Committee spouses/escorts, and special guests. The committee will help facilitate measuring the Escorts and Royal Escorts and assist the Escorts on the night of the Ball.

GOWNS

After the President and Vice President of the BOTAR Ball decide on their vision for the gown, the chairmen are responsible for scheduling alterations and delivery of the dresses and accessories to the hotel. They will work closely with BOTARs, their mothers, and Dressing Rooms Chairmen. The chair will also read the description of the dress at the Presidents' Tea and Fall Meeting.

INVITATION FILES

This committee keeps the Ball invitation list up-to-date. This is done on the BOTAR website. The chairman should have Microsoft Excel experience.

MENU COORDINATOR

This committee works with the hotel and the Vice President of the BOTAR Ball and President to plan the Ball dinner menu. Knowledge of food and presentation is helpful.

MUSIC COORDINATOR

This chairman is responsible for working with the President and Vice President of the BOTAR Ball to choose the music for the waltz. She may also need to coordinate changes to the musical score and will work closely with the musicians and choreographer. It would be helpful if she had some background or experience in music.

PRINTING COORDINATOR

The chairman handles all aspects of design and printing of the Ball invitation, program, and stationery while working with the Vice President of the BOTAR Ball and Corresponding Secretary.

PROGRAMS

This chairman is responsible for producing the Ball Program. This position works with the VP Ball and her assistant regarding all details of the content and printing of the official program.

RESERVATIONS-BALL CHAIRMAN

The Ball Reservations Chairman, in conjunction with the BOTAR and Escort Family Reservations Chairmen and the Reservations Assistant, makes all the table reservations and assignments for the Ball and addresses and mails all correspondence to those attending. With the Family Reservation Chairman and the Reservation Assistant, she coordinates the seating arrangements, helps with the Ball set-up, greets guests, and gives them their table assignments during the cocktail party. This job begins when the invitations are mailed and lasts until the evening of the Ball. The chairman is a Board member.

RESERVATIONS-BOTAR FAMILY CHAIRMAN

The chairman attends the Mothers' Dessert to explain seating at the Ball, then works with the parents of the new BOTAR class to plan table assignments for family and friends at the Ball. With the Reservation Chairman, the Escort Family Chairman and the Reservation Assistant, she coordinates the seating arrangements, helps with Ball set-up, greets guests, and gives them their table assignments during the cocktail party. This lasts from the Mothers' Dessert through the evening of the Ball. The chairman will be a Board member.

RESERVATIONS-ESCORT FAMILY CHAIRMAN

The chairman attends the Escort Mothers' Coffee to explain seating at the Ball, then works with the parents of the new Escort class to plan table assignments for family and friends at the Ball. With the Reservation Chairman, the BOTAR Family Chairman and the Reservation Assistant, she coordinates the seating arrangements, helps with Ball set-up, greets guests, and gives them their table assignments during the cocktail party. This lasts from the Escort Mothers' Coffee through the evening of the Ball.

RESERVATIONS-ADMIN ASSISTANT

The Reservations Assistant works closely with the Ball Reservations Chairman and both Family Reservations Chairmen on all seating assignments at the Ball. She should be computer savvy, as she is responsible for maintaining and updating a spreadsheet that lists all Ball attendees. With the Reservation Chairman and both the Family Reservation Chairmen, she coordinates the seating arrangements, helps with Ball set-up, greets guests, and gives them their table assignments during the cocktail party. This job begins when the invitations are mailed and lasts until the evening of the Ball.

STAGING

This position requires availability during the week of the Ball. The chair is a step- up position which greatly helps with the continuity and ease from year to year. This position coordinates all aspects of the presentation.

AMERICAN ROYAL ACTIVITIES COMMITTEES

Reporting to Vice President of American Royal Activities

ADMIN ASSISTANT

This person may help the Vice President of American Royal Activities with preparation of the following:

1. Committee materials
2. Correspondence with Chairmen
3. Meeting notices and RSVP's
4. Materials for various events (such as flags for meetings)

She will also work with the BOTAR Volunteer Coordinator and the American Royal School Tours Volunteer Representative to make sure the Volunteer Room is staffed and that appropriate food and drinks are available during School Tours.

AMERICAN ROYAL EDUCATION CHAIRMAN

The A/R Education Chairmen will work with the Vice President of American Royal Activities and their committee to help update and implement the School Tours Program. In addition, they will work with the Chairman of the Royal Standard newsletter to create or update the handout to be used as a tool for educational outreach by BOTAR and the American Royal. They will function in a supervisory role during School Tours with American Royal staff to direct and manage School Tours volunteers and visitors. The chairman will be a Board member. The A/R Education Chairman is a Board Member and serves on the American Royal Education Committee.

BOTAR NIGHT AT THE ROYAL

Chairmen work with a committee to plan an event for the BOTAR membership and their families during an American Royal event (such as the rodeo). They plan the menu, decorations, activities; send out invitations; and handle the responses and ticket distribution.

BOTAR BBQ TENT

Chairmen lead with a committee to plan a fundraiser for BOTAR during the American Royal Barbecue for BOTAR's, family and friends to attend. The committee coordinates the menu- including catering and beverages, potential donations, rental services, onsite logistics, and ticket sales and distribution.

COLLEGIATE LIVESTOCK JUDGING BREAKFAST

This committee plans the award breakfast for the college and junior college teams participating in the livestock judging competition. BOTAR scholarships are awarded at the breakfast to outstanding teams and individuals. The chairmen will work with the hotel that hosts the breakfast and will provide decorations for the tables.

BOTAR SCHOLARSHIPS

This Chairman will help to facilitate the President's Scholarships. She will act as BOTAR's liaison to the Agriculture Future of America (AFA), the organization responsible for the administration of the Scholarships. The Chairman will be responsible for presenting the finalists provided by the AFA and making recommendations to the Executive Committee for final selection. The Chairman will also assist the Royal Standard Children's Magazine Chairman, VP Public Relations, etc. to include a profile of scholarship winners in various publications.

SPIRIT WEAR

The Spirit wear Chairman will keep inventory of and manage sales of the BOTAR flags, as well as other items made in the future. She will also be on hand at the membership meetings to sell the Spirit wear on site.

VOLUNTEER COORDINATOR

The Volunteer Coordinator recruits BOTAR volunteers for School Tours and other educational events at the American Royal. She will be in charge of volunteer check-in, tracking BOTAR volunteer hours, and the ordering and awarding of the BOTAR volunteer charms. Volunteers include the current class of BOTARs, Escorts, and Royal Escorts as well as the BOTAR membership. The Volunteer Coordinator is a Board Member and serves on the American Royal Education Committee.

WOMEN'S LEADERSHIP SUMMIT REPRESENTATIVE

The representative will attend WLS Committee Meetings and serve as the voice of BOTAR in programming choices, scope of event, and event goals/vision. She will promote event to BOTAR Membership at the Spring Membership meeting, recruit BOTARs to attend event, and develop a survey tool for BOTAR members who attend the event to gather feedback. After the event, she will provide a comprehensive summary of this event for the BOTAR Board meeting.

MEMBERSHIP & PUBLIC RELATIONS COMMITTEES

Reporting to Vice President of Membership & Public Relations

ADMIN ASSISTANT

This person helps the Vice President of Public Relations with the following:

1. Committee packets
2. Meeting notices
3. Photography notices
4. Photography schedule for the Spring BOTAR meeting, Presidents' Tea and day of the Ball.

ACTIVITIES PHOTOGRAPHY/VIDEO PRODUCTION

The Activities Photographers attend a variety of BOTAR activities throughout the year to take photos for the newsletters, scrapbook, and video. The photographers will help coordinate the filming with the Ball Videographer, and also assist with the President and VP PR in selecting the pictures and music for the year-end video.

BALL NIGHT PHOTOGRAPHY ASSISTANT

The Ball Night Photography Assistant, following the direction of the President and VP PR, photograph BOTAR Ball guests prior to the formal presentation. The heart of this position is photographing all Ball contributors during the cocktail hour and capturing candid photographs of BOTARs and Pages prior to the presentation. The Chairmen will ensure all photographs are taken in high resolution and all guests are identified for potential publications. The Chairmen work independently of the Ball Photographer hired by Vice President of Ball, and their purpose is to take photographs for the BOTAR Organization's usage.

BYLAWS

This person updates the Bylaws, as needed and in conjunction with the President, and makes sure the Bylaws are properly executed by the Officers of the organization. She will send approved changes to the Recording Secretary and ensure the BOTAR website reflects all Bylaw changes.

50-YEAR BOTARS

The chairmen are responsible for identifying and contacting all members of the 50-Year BOTAR class. They will, with the assistance of their committee, put on a luncheon honoring these ladies in a private home. The committee is responsible for sending invitations and handling replies, planning the menu, ordering the 50-Year gifts and table decorations. They will also escort the members of the class to the Presidents' Tea and the fall BOTAR meeting, ensuring that they have reserved seating and receive special notice at these events. The chairmen will also help facilitate reservations and attendance at any BOTAR event as needed. Chairmen and the committee should be sensitive to the fact that these women represent a special link to our past and should be treated with the utmost respect. The time commitment is April through BOTAR season.

MEMBERSHIP

This chairman works with our membership to involve and retain them in our BOTAR activities. She looks at ways that will encourage inactive members to become recommitted to the organization including current class of BOTARs, the non-dues paying BOTARs, the lost BOTARs, and our dues paying BOTARs. The chairman will also assist in celebrating class anniversaries (10 year, 20 year, 30 year, 40 year, 50 year, and 60 year BOTAR anniversaries).

MEMBERSHIP DATA

This chairman will work with her committee to update our BOTAR Membership involvement in our database. This committee will assist in maintaining the current and accurate member data and demographics as well as collecting and entering past membership involvement. They will work with the Technology and/or Website Chairman for the proper way to upload information based on our database platform.

NEWSLETTER

The BOTAR Membership receives newsletters four times a year from this committee. The committee plans the articles, writes copy, selects photographs, and edits each edition. They prepare the newsletter for mailing. Each year the current Editor will assist her successor to create the Spring edition of the newsletter.

SCRAPBOOK/ARCHIVES

The chairman creates a scrapbook for the current BOTAR year. She saves and inserts anything that has to do with the current BOTAR class as well as any BOTAR involvement with the American Royal. This will include photos, invitations, and articles from The Independent. She may need to compile archival materials for storage. The chairman will receive a copy of all invitations for BOTAR activities so these may be included in the scrapbook.

WEBSITE/SOCIAL MEDIA

The Website Chairman will work with the President/ PR VP to increase the functionality of the BOTAR.org website and BOTAR's social media pages. The Website/Social Media Chairman will assist in creating an on-going website plan to be reviewed and utilized in upcoming years. The chairman will regularly update photos and current events information on the website and social media sites. The chairman will coordinate her work with the Technology Chairman.

EXECUTIVE APPOINTMENTS

EXECUTIVE ASSISTANT TO THE PRESIDENT

This person helps the President with the following:

1. Plan the General Membership Meetings – including securing meeting locations, menu planning, room set-up, arranging for A/V equipment, if necessary.
2. Format the Agenda sheet for the membership meetings.
3. Send notices for the Board meetings.
4. Assist with any correspondence or other matters with which the President needs assistance.

It is necessary to have a Microsoft compatible computer and email.

BENEFACTOR CHAIRMEN

The chairmen work closely with the President and the reservations chairmen in determining Benefactors, Royal Benefactors, Underwriters and Royal Underwriters for the BOTAR Ball. They will prepare lists for the meetings, handle the printing and mailing of the invitation letter, write acknowledgments for gifts, and distribute badges and gifts to the Benefactors, Royal Benefactors, Underwriters and Royal Underwriters. In addition, they will coordinate with Reservations to distribute appropriate badges the night of the Ball. The chairmen both hold Board positions.

INFORMATION/TECHNOLOGY CHAIRMAN

This committee makes sure that all computers and software owned by the Organization are up-to-date and advises any committee that requires assistance regarding how to make the best use of technology. The chairman will work closely with the website chairman to ensure that the site is current and functioning. The chairman is a Board member.

WOMEN'S ADVISORY

This committee of experienced BOTARs helps with long-range planning and counsels the President and the Executive Committee members on any issues presented to them. The committee shall have seven members, and each member serves for two years. The incoming President shall appoint new members at the beginning of her term.

TREASURER'S ASSISTANT

This person may be asked to help the Treasurer with preparing tax receipts for gifts, and the Ball. She will be responsible for verifying that the Treasurer's record of dues paying members matches the records of the Recording Secretary. This person will assist with correspondence if needed. She will be responsible for picking up the BOTAR mail at Support KC. This person must have