

# **Band Committee Responsibilities**

## **The Band Committee & our Parent Volunteers**

The role of the Band Committee is one of logistical support to the Band Program. In this capacity, the Band Committee has the responsibility of working with the executive, conductors, the children and parents on the program's behalf. It acts to ensure all logistical issues are organised in a timely and orderly manner.

The Band Committee consists of the following positions that need to be filled at the beginning of the year by willing and interested parents:

- Band President
- Band Secretary
- Band Parent Liaisons (one for each band)
- Band Treasurer
- Librarian
- Festival Organiser
- Instrument Custodian
- Band Camp Coordinator
- Fundraising Coordinator
- Band Teacher Liaisons

## **The Band President**

- Run Band Committee meetings following the set agenda
- Ensure action is completed after band committee meetings and follow up
- Coordinate communication between the coordinators, conductors and schools
- Organisation of logistics for band events, camps and performs welcomes, speeches, thank yous

## **The Band Secretary**

- Ensure agenda is sent out and committee is emailed and invited to add to the agenda
- Take minutes during the Band Committee meetings and send out minutes to the Band Committee.
- Writes and collates the Term newsletter for mail out by the parents coordinators Help in the organisation of Band fundraising and event coordination.
- Support Band President and Band Teacher liaison.
- Write permission notes in conjunction with the teacher liaison for Band Performances and events.

## **The Band Treasurer**

- Send out fees to all parents according to the amount set by the Band Committee.
- Oversee the payment of the school for conductors.
- Follow up fees that are outstanding and report to principal any outstanding fees.

- Liaise with the Instrument Custodian on the hiring of instruments.
- Issue Instrument hire invoices to relevant parents and follow up unpaid fees.
- Prepare a financial statement to be presented at P&C meetings.

## Responsibility of Band Parent Liaisons

- Help build a positive and constructive atmosphere working with, and fully supporting each Band Conductor.
- Be the point of first point of contact for band parents with regards to band-related queries / absences from band rehearsals and escalate any issues to the relevant person in the Committee
- Notify conductors prior to band rehearsals of student absences due to illness etc
- Attend to administration detail and logistic matters re performances etc.
- Provide confidentiality and communication on matters of discipline, absenteeism and lateness with band conductor and band executive.
- Manage calendar dates and follow ups prior to events
- Email notes and information to parents regarding band matters

## Responsibility of Band Liaison Teachers

- Liaise with either the Senior or Junior Band to ensure all runs smoothly
- Keeping the school informed on band progress and issues that arise
- Along with the School Principal and the executive ensure effective communication between Music Director, Band Conductors, and Parent Coordinators on all band issues.
- In consultation with the executive, provide forward-looking planning for the band's calendar year
- Call and conduct the Band Committee to ensure all logistics are covered for all Band events and performances and any other issues to do with the wellbeing of the band.
- Conduct exit interviews of students and parents wishing to exit the band program
- Manage and negotiate Conductor's contracts including pay, conditions and job descriptions (with Principal)
- Manage employment process of new Conductors (with Principal)

## Responsibility of Librarian

- Work closely with the Band Conductors to source music, photocopy music and ensure all correct licenses and copyright laws are being complied with.
- Ensures all music is stored alphabetically and is taken correct care of and is accounted for.
- At the moment Ben and Gergely do this job but as the band program grows we will probably want this in the future.

## Responsibility of Festival Organiser

- Book festivals and concerts for the bands.
- Liaise with the Band Conductors and ascertain which festivals we will enter and organise the yearly calendar.
- Liaise with the Senior & Junior Band Teacher Liaisons so they can update permission notes and send them home in a timely matter.
- Keep close contact with the Band Secretary to add these important dates to the band and school newsletters.

- Notify the Band Treasurer of necessary payments for festival entries.

## Responsibility of Instrument Custodian

- Organise the borrowing and servicing of the school instruments
- Follow up enquiries regarding instruments from parents
- Ensure all instruments are returned at the end of tenure with the vans
- Create and instrument replacement plan for the band

## Responsibility of Band Camp Coordinator

- Liaise with the Camp Site owner and the Senior Band Teacher Liaison.
- Book the venue and find the costings and organise parent supervisors to help at band camp.
- Report back to the Senior Band Teacher Liaison and will complete jobs passed on from the Senior Band Teacher Liaison.

## Responsibility of Fundraising Coordinator

- Organisers two fundraisers throughout the year. These could include; cake stall, Bunnings, School Busking Café Owl, Solo Night Buckets for Donations, etc.
- Finds a suitable date that fits the school, recruits parents and organises the fundraising event and all it entails.