

## BAND – Role Descriptions

<b>COMMITTEE ROLES</b>	
<b>Band Co-Conveners:</b>	overall organisation – liaise with school, music director, and band committee to ensure smooth running of band. Chairs the band committee meetings, writes weekly reports for Newsflash. Responds to more complex parent queries and concerns.
<b>Treasurer:</b>	responsible for funds, budgets, payments & cash flow.
<b>Assistant Treasurer:</b>	assists the treasurer with funds, payments & cash flow.
<b>Secretary:</b>	deals with correspondence, takes minutes at meetings, prepares the agenda, sends out meeting reminders and prepares thank you letters.
<b>Band Coordinator for each of: Senior Band Concert Band Junior Band Training Band Jazz Band Orchestra (role shared with strings program)</b>	contact point for parents in the relevant band; sets up rosters for supervision of band practice; sends out correspondence, looks after their band at performances; assists with return of music at end of the year; ensures band uniform worn to performances; distribute permission notes for performances, organise parents to help, ensure large instruments have transport; label Yamaha books & collect at end of year.
<b>Tutor Coordinator:</b>	liaises between the school, parents, tutors and music director in relation to tutorials; coordinates lesson timetables & reports.
<b>Breakfast Concert Coordinator:</b>	organises mid-year concert activities eg. Easter Breakfast, Father's Day Breakfast.
<b>Playathon Coordinator:</b>	organises annual Playathon; sources prizes, distributes practice log, analyses results, distributes prizes.
<b>Band Intensive Coordinator:</b>	organises Term 2 weekend intensive.
<b>Band Camp Coordinator:</b>	organises Term 4 band camp.
<b>Instrument Coordinator:</b>	issues instruments, organises repairs, maintains register & annual check.
<b>Festivals Coordinator:</b>	registers bands for festivals, organises permission notes.
<b>Concert Coordinator:</b>	organises and coordinates the end of year concert.

<b>NON-COMMITTEE ROLES</b>	
<b>Parent supervision at rehearsals:</b>	requirement of school to have parents present in the case of a child / Mr Walmsley needing to leave the rehearsal.
<b>Transportation:</b>	assists with taking instruments to performances & camps
<b>Parent supervision at events:</b>	assists with supervision at competitions, intensives and camps