

WBOP ORCHESTRA BOARD DUTIES & RESPONSIBILITIES

Updated: 1 January 2011
Term begins March 2011

PRESIDENT: Orchestra Board and WBOP Inc. Board Neil James

1. Meeting Coordinator

- a. Orchestra Board Meetings: Call, Set Agenda & Officiate
- b. Orchestra Parent Meetings: Call, Set Agenda & Officiate
- c. WBOP INC. Board: share officiating duties with Band President as required in By Laws (Inc Meeting is only required once a year)

2. WBOP Newsletter

- a. Newsletter Article Coordinator – Maintain task on own or select chairperson;
 - Coordinate articles from other Board Members & their Committee Chairs and submit to ORCHESTRA Newsletter Editor
- b. Write quarterly front page article

3. Orchestra WEB Site Coordinator

- a. Act as Board liaison for WEB master
- b. Approve all material prior to insertion upon web site
- c. Select WEB master:
 - Maintain accurate information on Orchestra web site

4. Camp Coordinator

- a. With Orchestra Director, select Camp Director up to one year in advance
- b. Provide support and assistance to Camp Director & Committee as needed
- c. Camp Site/Contract: arranged by Orchestra Director & Camp Director, up to year in advance
- d. Camp fee to be established by Orchestra Board in mid February.
- e. Camp Director:
 - Provide information sheet & overnight form for Spring Information Packet
 - Prepare daily schedule, plan free-time activities, arrange transportation, room & board, etc.

5. Orchestra Student Handbook

- a. Provide support/assistance to Orchestra Director and Student President as needed to assimilate required information for Student Handbook

6. Trip Planning

- a. With Orchestra Director, help select Trip Coordinator for day trips & overnight trips
- b. Provide support/assistance to Trip Coordinator as needed
- a. Trip Coordinator & Committee:
 - Organize chaperones, transportation, distribute parent information, meals & lodging as needed
 - Refer to Field Trip Planning Guide & Check List (prepared January 2001)
 - Arrange for driver to pull Orchestra Trailer when needed
 - Arrange for WBOP truck & driver as needed
 - Arrange for WBOP walkie-talkies as needed

8. Orchestra Room & Trailer: Maintenance & Improvements

- a. Trailer: Keep county tag current (3-yr cycle); keep spare set of keys; maintain locks,

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chains, & bungee cords

9. Calendar

- a. During month of May, provide Orchestra Director with proposed dates for next school year's parent meetings, fundraiser activities, etc. for incorporation into joint calendar meeting with Fine Arts Department directors
- b. Submit date and facility requests in writing to Walton Administration for placement on school calendar. Confirm that dates and facilities have been reserved, if needed. Typically staff are only allowed to schedule these dates.

10. E-Blast

Issue mass e-mails at direction of Orchestra Director or Orchestra President.

11. Budget

Help set budget each year with input from Director and Treasurer

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**VICE PRESIDENT (SECRETARY): Orchestra Board and WBOP INC Board
(1 year term & becomes President in 2nd term).**

VACANT

1. Meeting Minutes
 - a. Orchestra Board Meetings.
 - b. Unscheduled Board Meetings.
 - c. WBOP Inc Board Meetings (shared duty with Band secretary, along w/other duties as prescribed by the WBOP By-Laws.).
2. Student Directory and Orchestra Handbook Assistance
 - a. Assist with coordination for Orchestra Student Handbook by providing support/assistance to Orchestra Director, Orchestra Treasurer, & Orchestra President to assimilate information required.
3. E-mail Coordinator
 - a. Help maintain Student & Parent E-mail database addresses @ CharmsOffice.com site.
4. Parent Volunteer Coordinator
 - a. Compile & maintain data from Parent Volunteer forms (Spring Packets). See "Volunteer master" excel spreadsheet for a template.
 - b. Provide volunteer parent names for committee chairs – it is best to contact the volunteers to "sign them up" right after receiving the Volunteer forms rather than prior to each event's planning.
6. Communications

Responsible for communications, thank you notes, etc. on behalf of the Orchestra that are not handled by individual committee chairs.
7. Database Coordinator (appoint a Chairperson)
 - a. Coordinate with President, Admin. VP, and/or other Committee Chairs for follow-up with student/parents on missing forms & information from;
 - Spring Packet
 - Student/Parent Information sheet, Parent Volunteer Form, notarized Medical Form, Blanket Permission Form (day trips), Overnight Permission Form (summer camp, extended trips)
 - Fall Fees & Forms (in Orchestra Student Handbook, late August). Coordinate with Orchestra Directors.
 - b. Student roster

Compile and maintain student roster from Student Information Form, & update with info from Orchestra Director each semester.

 - Provide updated Student Roster for Medical Coordinator (provide both home & emergency phone numbers).
 - Provide mailing labels for the Orchestra Newsletter, reminder postcards & Spring Packets from the student roster.
 - Maintain an updated 8th grade student roster for Dodgen and Dickerson. These rosters' information is compiled in early fall by the Middle School Liaison's.
 - Provide Newsletter Distributor with Middle School e-mailings beginning with the Spring issue of the Orchestra Newsletter.

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ADMINISTRATIVE VICE PRESIDENT: Orchestra Board

VACANT (2 year term if possible)

1. Parent Communications

- a. Write quarterly Noteworthy Orchestra News article for Orchestra Newsletter, coordinate articles from sub-chairs, and submit to Newsletter Coordinator.
- b. Prepare and mail post card reminders for parent meetings and other events as determined by Orchestra Board.
- c. Prepare email reminders and submit to President/Vice President (Secretary) for mass communications as necessary.
- d. Submit updates to WEB Site Coordinator as needed.

2. Spring Packets

- a. Update, copy, assemble & distribute forms to rising 9th graders and all upperclassmen.
 - All students - Notarized Medical Form
 - All students - Blanket Field Trip Permission Form
 - All students - Student / Parent Information Form
 - All students - Parent Volunteer Form
 - All students - Uniform Information Sheet (From Uniform Committee)
 - Camp Participants
 - i. Orchestra Camp Information Sheet
 - ii. Overnight Camp Permission Form
 - iii. Camp Roommate & Deposit Form
- b. Coordinate follow-up with students to return missing forms by due date.
- c. Distribute forms to respective committees.

3. Banquet Coordinator

- a. Determine Banquet site and prearrange contract, minimum 1 year in advance.
- b. With Orchestra Director, help select Banquet Chair.
- c. Banquet Chair & Committee:
 - Dinner selection, invitations, decorations, seating arrangements, program, etc.
- d. Provide support/assistance to Banquet Chair, Committee, and Orchestra Director as needed.

5. Alumni Affairs ; needed only in select years.

- a. Select Chair and provide support/assistance for mailing campaign to alumni parents (Note: First alumni mailing effort was made through solicitation of donations. for "Farewell to Kirk Moss", May 2001; Committee originated 2002-03 school year)

4. 8th Grade Liaison Coordinator - this can be handled by the Concert Coordinator/split between Admin and Concert.

- a. Select Chairs for Dodgen Middle School and Dickerson Middle School.
- b. 8th Grade Liaisons:
 - Maintain 8th Grade Database (obtain email list from Middle School Directors at beginning of school year to include for Newsletter Distribution).
 - Fall – Send welcome information letters to parents. Gather 8th grade information and contact President/ Vice President(Secretary) for an empty spreadsheet formatted to fill with 8th grade students mailing addresses, parent info, and phone numbers etc. Submit completed spreadsheets with updated mailing information to Secretary for newsletter distribution labels.

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- Write 8th Grade Connection article for Orchestra Newsletter and submit to Administrative VP. Include all middle school concert dates monthly.
- Spring – Send spring information letter to rising 9th grade parents, assist with spring packet distribution, collection of forms, Dessert Concert, and all other communications with rising 9th graders as needed.

6. Uniforms

- a. Select Uniform Chair(s).
- b. Provide support/assistance to Chair as needed.
- c. Uniform Chairs
 - Girls (individually owned) dresses: fit & order-April/May; distribute in August.
 - Boys rental tuxedos: size & distribute tuxes, collect fee in August, collect & store tuxes in May.

FINANCIAL VICE-PRESIDENT: Orchestra Board and WBOP INC Board

Hal & Elizabeth Barnes

Co-Chair VACANT (Co-Chair becomes Chair in second term)

Fundraising Coordinator: Select chairpersons and solicit volunteers for fundraising events. Provide support/assistance to Chairpersons as needed for fundraising events. Help connect previous year's chairperson with present chairperson. Help chairpersons work with Band chairs on joint fundraisers.

1. Joint WBOP Fundraisers

- a. Rock-a-Thon Committee (June to October)
- b. Fruit Sale Committee (November/December)

2. Orchestra Fundraisers

- a. Pictures Committee (August/September event)
- b. Gift Wrap Committee (December/holiday)
- c. Dessert Concert Committee (April or May event)
- d. Scrip
- e. Publix Swipe Cards

3. WBOP INC Board

- a. Attend annual/quarterly INC Board meetings.
- b. Share responsibilities with Band Financial VP for joint fundraising events.

4. Communications

- a. Write Fundraising News article, coordinate articles from fundraising chairs, and submit to Newsletter Coordinator.

5. Spirit Shop

- a. find and coordinate with people working the spirit shop.

5. Ongoing Research into new Fundraisers

- a. Find new ways to raise funds.

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TREASURER: Orchestra Board and WBOP INC Board Marisyl Gardner (2 year term if possible) (appointed position)

1. Assist WBOP INC Treasurer
 - a. Collect fees, make deposits, and write checks for orchestra expenses and reimbursements.
 - a. Maintain Orchestra Budget files (Income & Expense).
 - b. Provide data to WBOP INC Treasurer for monthly WBOP Treasurer reports.

2. Student Accounts (May select a Chairperson/Coordinator – this is a good position for the next treasurer)
 - a. Responsible for student account balances.
 - b. Supply updated S/A balances to students after Spring Break.
 - c. Treasurer to receive updates on S/A balances from Student Account Database Coordinator monthly.

3. Fee Collections / Deposits
 - b. Fee & Scholarship Collections include:
 - Camp Fees (Collected and recorded by the Camp Director first.)
 - Fall Fees
 - Uniforms: Girls' dress purchases (spring), Boys' tux rentals (fall).
 - Trip Fees
 - Bernosky-Brennan & Kirk D. Moss Scholarship donations at Winter/Dec Concerts
 - Silverman Scholarship donations at Spring Concerts
 - c. Deposit monies collected for fundraisers and ticketed events.
 - Each Committee will make own collections and give monies to Treasurer for deposit.
 - Treasurer will provide cash boxes as needed.

4. Donation/Contribution Cards Coordinator
 - Provide receipts or a thank you note to donator or contributor as needed.

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CONCERT COORDINATOR: Orchestra Board **VACANT (2 year term if possible)**

1. Each Concert

a. Concert Programs

- Coordinate with the orchestra director for music and soloist information to be included in program.
- All gold sponsors should be listed in each program.
- Submit printing invoices to Treasurer for payment.

b. Promotions

- Provide orchestra website coordinator with concert info.
- Provide PTSA blog chair with concert information.
- Provide local media with concert information. (MDJ)
- Provide local assisted living facilities and senior organizations at local churches & synagogues with upcoming concert information.

2. Hospitality Coordinator (may select Chairperson)

a. Judges Hospitality (Spring Orchestra Auditions)

3. District Orchestra Festival (may select Chairperson)

- #### a. Help with arrangements for orchestras to attend District Festival in February.
- Coordinate communication with parents, food for students and chaperones for the trips to and from.

4. Fine Arts Lobby Display Case (may select Chairperson)

a. Maintain Display Case in Fine Arts Lobby

- Display may be changed several times a year to reflect Orchestra events.

5. Concert Signs

Appoint people to put out and retrieve concert signs at the elementary and middle schools.

6. Senior Solo Concert Invites

- #### a. Print and drop off invitations to orchestra room for seniors to take for mailing.

7. Middle School Liaison coordination

Make sure that middle school liaisons are informed of all concerts/performances to encourage middle school directors to promote the concerts in class and to send out e-blasts to all middle school orchestra students (band too, if possible).

Note: Orchestra Board duties & responsibilities have been evolving since split of Orchestra & Band Boards in 1999/2000, and have included the creation of new Board positions for Orchestra Assistant Treasurer & Orchestra Concert Coordinator. Positions and Duties should continue to be updated as the need arises.