**BAND SUPPORT GROUP POSITIONS**

**The Executive**

**Convenor/s:** The Convenor takes on overall organization and leadership of the BSG. This includes overseeing all committee activities on behalf of the BSG, chairing the monthly BSG meetings, liaising on band matters with the school and the band director, preparing reports for BSG meetings and for the P&C, and representing the BSG at school functions. The Convenor is someone who will get to know the parents of the band members and be available to answer questions they may have or direct them to the people who can answer them.

**Secretary:** The Secretary is the minute taker at the monthly meetings, prepares agendas for meetings and deals with correspondence as appropriate. The Secretary is also the main point of communication for the Executive of the BSG in regard to the day to day running of the band program (primarily by email)!

**Treasurer:** The Treasurer is responsible for tracking band income and spending, reporting the status of bank accounts at the monthly meetings and providing feedback each year for budgeting. The Treasurer will need to liaise with the P&C Manager regarding payments to suppliers and with the Membership Administrator regarding receipts from band members.

**Non-Exec positions**

**Events Manager:** The Events Manager prepares entries for festivals and eisteddfods on time for each of the bands, and is responsible for ensuring parents, band members and band managers are aware of the arrangements. The events manager will liaise with the Band Director re requirements for each event regarding repertoire and with band managers regarding equipment required at each event.

**Band Managers:** The Band Manager is the first point of contact for band members and parents. Band Managers communicate any relevant band-specific information to the band via e-mail. They should be available to assist when their band performs or organise for another responsible parent to perform this role. They are also responsible for reminding their band to collect and transport music, hand-held percussion instruments, keyboards, and amplifiers to and from events as required. Band Managers are encouraged to attend BSG meetings to provide any feedback from their bands to the Band Executive and to confirm any details regarding performances and events in the calendar.

**Membership Administrator:** This person records all registrations at the beginning of the school year and maintains the membership database throughout the year. This role will involve liaising with Band Managers, the Treasurer, and the Band Director particularly at the start of the year in preparing audition timetables, band lists and rolls. The Membership Administrator will also track attendance and liaise with parents.

**Music Librarian:** Our Music Librarian is responsible for ordering, filing, and maintaining the music and music database for all bands. The Music Librarian will work closely with the Band Director to organise repertoire for all bands and for all performances, order music, and copy scores and individual parts for competitions and weekly rehearsals (at school). The Music Librarian must also ensure that originals are catalogued and all copies conform strictly to copyright laws.

**Instrument Coordinator:** The Instrument Coordinator ensures that the school’s instruments are maintained and the instrument inventory and hiring records are up to date.

**Notes Co-ordinator:** The Notes Co-ordinator assembles and distributes the Band Notes weekly.

**Publicity co-ordinator:** The Publicity Co-ordinator seeks to raise the profile of the Band Program, both within the school community and externally (e.g. local newspapers). They act as a point of contact for the media. They may also find and recommend any additional performance opportunities that may not already be part of the band program calendar.

**Band camp and tour committees:** These roles are specific to organising Band Camp (for years 7-9 generally), Regional Tour (annually) and the International Tour (once every 3 years–or so!). Roles within these committees are varied and include organization, co-ordination, budgeting, communication and sometimes fund-raising if appropriate. There is no ideal number of parents for these committees, but the more who are involved, the easier it is to get everything sorted out. It is not necessary for committee members to attend camp or tours, but it is essential that they be enthusiastic and supportive.