

BPABC Job Descriptions

From the bylaws:

Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for in the approved budget. All books, funds, and supplies belonging to the BPA shall be relinquished to the new officers by the retiring officers immediately upon leaving office.

Positions delineated in the bylaws:

President/Co-Presidents

- Time commitment: 5 hours/week
- Where: At home and in person
- Meetings: Yes—All of them 😊
- Description: Spokesperson, plans and conducts meetings, consults with directors, establishes subcommittees. and subcommittees, with final approval of the executive committee. An ex-officio member of all committees, except any nominating committee.

VP – Volunteer Advertiser

- Time commitment: 3 hours/month
- Where: At home and in person
- Meetings: Board and general meetings, committee meetings as appropriate
- Description: Creates and updates Sign Up Genius, relays event needs to newsletter, confirms all volunteers, sends out thanks to volunteers after events.

Family Reps (at least 1 each, Orchestra, Band, Choir, Theatre)

- Time commitment: Intensive for trip planning, otherwise 2 hours/month
- Where: At home and at school
- Meetings: Committee meeting as appropriate
- Description: Liaison between BPABC and departments. Assists directors with trip planning, chaperone recruitment, and fundraising. Recruits uniform help, bake sale help, and photography/video help for their group. Recruits replacement in their last year of service. Helps organize Curriculum Night and 8th Grade Choices Night.

Secretary

- Can be split between 2 people
- Time commitment: 2 hours/month
- Where: At home and in person
- Meetings: Board and general meetings mandatory, committee meetings as appropriate.
- Description: Maintains minutes of board and general meetings, distributes agenda, custodian of records and reports, keeps student database updated between school report from directors and info received at beginning of year and coordinates with newsletter lead, maintains Google Drive and serves as archivist.

Treasurer

- Time commitment: 8 hours/week during school year and 4 hours/week during summer
- Where: At home and in person
- Meetings: Board and general meetings, finance committee
- Description: Serves on the finance committee, presents the budget to the membership; keeps accurate records at all times; receives, issues receipts, and deposits promptly in an authorized account all monies and disburse same according to the approved yearly budget. Presents a written financial report every month and such other times as required by the president; provides all financial records if requested by the president or board of directors members; closes the books on June 30 and submit the books and records for financial review to a financial review committee, handles all moneys and deposits, maintains ledger.

Treasurer Assist

- Time commitment: 2 hours/month
- Where: At home and in person
- Meetings: Board and general meetings, committee meetings as appropriate
- Description: Contact families with outstanding camp and trip fees.
- Track student ASB totals

Vice President, Communications

- Time commitment: 6 hours/month (more if they take on one of the lead roles, as well)
- Where: At home and in person
- Meetings: Board and general meetings, committee meetings as appropriate
- Description: In charge of communication and promotions to the community at large. Recruits promotional committee. All positions below are part of promotional committee.

Publicity - band, orchestra, choir & theatre

- Time commitment: 6 hours/week, fluctuates with concerts and shows and events.
- Where: At home, events and rehearsals.
- Meetings: Communications committee meeting as needed
- Description: Works with local media to publicize BPA events and accomplishments. Writes press releases and articles for neighborhood blogs. Maintains spreadsheet of contacts. Also communicates to feeder elementary and middle school newsletters. Recruits parent photographers during shows and events. Works with parent reps to recruit videographers.

Website Chair

- Time commitment: 3 hours/month, more intensive at the beginning of the year.
- Where: At home
- Meetings: No
- Description: Maintains BPA website, coordinating with Promotional Committee and directors.

Poster distribution lead

- Distributes posters and flyers to feeder schools.
- **Social media lead**
 - Time commitment: 1 hour/week, more before shows and concerts
 - Where: At home
 - Meetings: Communications committee meeting as needed
 - Description: Owns Facebook, Twitter, Instagram, Vimeo, and Flickr accounts and coordinates with publicity lead and recording lead and graphics lead.
- **Calendar owner**
 - Time commitment: 1 hour/week
 - Where: At home
 - Meetings: Communications committee meeting as needed
 - Description: Works with BHS office to keep up Performing Arts section of calendar. Creates and prints calendar for Promotional Committee chair to bring to board meetings.
- **Graphic Design**
 - Time commitment: 35 hours/year (7 posters)
 - Where: At home
 - Meetings: Communications committee meeting as needed
 - Description: Designs posters for concerts, shows, and fundraising events for both printing and online assets. Okay to templatize. Approximately 7 designs per year.
- **E-Newsletter**
 - Time commitment: 8 or more hours a week
 - Where: At home
 - Meetings: not mandatory
 - Description: Designs layout in Constant Contact of weekly enews, gathers info from directors and other board members, coordinates with publicity.
- **Videographer**
 - Time commitment: 2 hours/each of 10 concerts
 - Where: At home
 - Meetings: not mandatory
 - Description: video music concerts – fall, winter and spring.
- **Photographer / Photo archivist**
 - Time commitment: 2 hours/month
 - Where: At home
 - Meetings: not mandatory
 - Description: take and or collect photos and post to Flickr, send to enews and website.

Vice-President, Fundraising and Events

- Time commitment: 4 hours/month
- Where: At home and at school
- Meetings: Committee meeting as appropriate
- Description: Implements fundraising plans. Recruits leads for coffee sales, candy sales, Chinook book sales, community sponsorships, as necessary.

Passive Fundraising

- Promote our passive fundraising programs
- Explain at beginning of the year and send month reminders to enews

Bake Sale lead

- Time commitment: 10 hours each concert week
- Where: At school
- Meetings: No
- Description: Get out tables and baskets, set up coffee and waters, receive bake sale donations and oversee volunteers, work with parent reps to get donations, collect money and work with treasurer to deposit.

Events committee

- Time commitment: 2 hours/quarter (plus chair commitment)
- Where: At home and in person
- Meetings: Committee meetings as appropriate
- Description: Events committee consists of the chairs of the various planning committees. Committee members help recruit volunteers for each event. Events chairs coordinate with Promotional Committee.
- **Spotlight Gala chair (November)**
 - Time commitment: August-November
 - Where: At home and in person
 - Meetings: Ad hoc, plus report to board
 - Description: Recruits committee to plan fall Spotlight Gala.
- **Spaghetti dinner chair (January)**
 - Time commitment: October-January
 - Where: At home and in person
 - Meetings: Ad hoc, plus report to board
 - Description: Recruits committee to plan winter Spaghetti Dinner.
- **Dessert Dash Lead for Golf Tournament (August)**
 - Time commitment: 4 hours for emails, 8 hours day of tournament
 - Where: At home and in person
 - Meetings: Ad hoc, plus report to board

- Description: Organizes collection of desserts for golf dinner event. Organizes transport to the site and setup of table including signage.

Marching Band Uniform Coordinator

- Time commitment: Intensive (30-40 hours) at end of August to mid-September with some mid-year maintenance and May final check in dates.
- Where: At school
- Meetings: No—coordinates with volunteer coord.
- Description: Maintain uniforms, organize fittings in the fall and return in the spring. Coordinate with directors in the summer to order new inventory. Gets support from parent reps.

Concert Wear Uniform Coordinators – Separate roles for dresses and tuxes

- Time commitment: Intensive (20-25 hours) at beginning and end of year through summer, with some mid-year maintenance
- Where: At school
- Meetings: No—coordinates with volunteer coord.
- Description: Maintain uniforms, organize fittings in the fall and return in the spring. Coordinate with directors in the summer to order new inventory. Gets support from parent reps.

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