**WHMS & AVHS BAND PARENT’S ASSOCIATION**

EXECUTIVE COMMITTEE ROLES & TASKS

Oct 28 DRAFT

**PRESIDENT –**

* Presides over monthly meetings and the Annual General Meeting (AGM).
* Attends all meetings (one per month), prepares an agenda for, and remind members of the Executive and Key Chairs of upcoming meetings, or delegates this task.
* Monitors and ensure that all Executive members and Key Chairs are completing their tasks.
* When a vacancy on the Executive exists, the President will either take on the duties of the vacant post(s), or delegate another Executive Member to do so.
* Time commitment is approximately 3-4 hours per month related to preparing for and attending meetings, plus a highly variable number of hours assisting at various functions or completing the duties related to any vacant positions.

**VICE PRESIDENT WHMS/ VICE PRESIDENT AVHS -**

* Acts in the absence of the Chairperson/President.
* Attends all meetings (one per month).
* Serves on the Executive Committee.
* Learns the duties of the Chairperson and keeps informed on key issues.
* Works closely as consultant and advisor to the Chairperson.
* Prepares to serve a future term as on Executive Committee.
* Chairs at least one major committee. Assists with other committees as needed.
* Acts as a signing officer for cheques and other documents.
* Orients the new Vice-Chairperson.
* Level of commitment 2-2.5 hours monthly for Meetings (prep and actual meeting). Major chair (Princess Tea) 16 hours total.

**SECRETARY–**

* Attends and takes minutes at monthly meetings and the Annual General Meeting (AGM).
* Proof read and edit other documents as required
* Level of commitment 2-2.5 hours monthly

**VOLUNTEER COORDINATOR–**

* Works with registrar to communicate the volunteer needs of the BPA to parents.
* Recruits to fill volunteer positions as necessary.
* Communicates with volunteers to ensure they are aware of responsibilities and the details of their role.
* Level of commitment 2-2.5 hours monthly

**Registrar Position** -

* Learns how to use the registration “Charms” online system
* Inputs all pertinent information on each student in music into Charms
* Removes inactivate Graduated or students whom have moved
* Adjusts Registration and Rental Forms once a year and have them sent to the AVHS & WHMS Band Directors.
* Communicates to elementary “feeder” schools, so they are well informed about AVWHB Program and the Fees and Volunteer Responsibilities Required.
* Envelopes and stamps provided by the BPA for registration and receipts, to fold and mail registration & volunteer forms – sending home with students & for feeder schools.
* Hold Registration Nights – organizing these events with the committee & volunteers.
* Post all monies received from parents in registration system “Charms” as well as receipts given out.
* Makes Deposits and emails Deposit information to the treasurer
* Write and send all letters and notices to go to parents that they are in Fees are Past Due
* Staple and file all returned Registration and Rental forms after Verifying Signature and Date.
* Reports at each meeting all pertinent registration information.
* Helps retrieve lost instruments.

**Christmas Craft Sale Chair -**

* The Craft Chair oversees the craft fair and works closely with the other chair positions within the fair.
* Any positions not filled with volunteers the chair assumes the responsibility or finds a volunteer to perform the vacant position.
* The chair is responsible to book the event with the school and arrange for custodians to clean the venue after the event.
* This job entails work at least two months prior to the event and weekly closer to the event. Total hours including the sale day 30 hrs minimum.

**Treasurer -**

* Checks mail on a regular basis. Open mail and distribute accordingly.
* Collect and deposit any monies received (registration/rentals/fundraising/etc).
* Record invoices and any expense reports received in Simply/Sage account records.
* Record monies received under appropriate account in Simply/Sage.
* Do check run when bills are due.
* Pay bills/deliver checks/mail cheques.
* Reconcile bank when bank statement is received.
* Record investment income when statement is received.
* Keep filings up-to-date for HST rebates.
* File Charity tax return when due.
* Total hours including meetings 100 hrs minimum.