

**Sharon Bands**  
**Volunteer Job Descriptions**  
**2012 – 2013 season**

The following is a list of all the volunteer jobs which need to be filled in order for the Band to function. With the exception of the Board of Directors (whose numbers are fixed per the Bylaws), the number of people indicated for each task are the minimum we'd like to see for efficient operation, but more volunteers would be even better. Ideally, many of these functions would be served by a committee rather than a single volunteer. In most cases we operate with far fewer volunteers on each task than the numbers indicated.

Find a position (or positions) of interest? Let me know. Mark Freitas mark@freitas4.com 508-789-0159.

**Board of Directors (10 people):** (per bylaws) responsible for conducting the business of the Bands, powers as outlined in the bylaws, hiring of employees, granting / termination of membership, resolving disputes, filling board vacancies as required. Attend monthly board meetings and volunteer for tasks as necessary to ensure smooth operation of the Bands. Elected to a two-year term at annual meeting in June.

**President (board member):** (per bylaws) chief executive officer of the corporation, preside at Board meetings, power to sign documents, submit annual report to Corporation, other duties and powers as designated by the Directors. Elected by the Board annually.

**Treasurer (board member):** (per bylaws) general charge and custody of the financial affairs of the Corporation subject to the direction and supervision of the Directors, disburse funds jointly upon instructions from the Board, custody of contracts and other valuable documents, keep full and accurate accounts of receipts and disbursements in books of the Corporation, prepare monthly and annual financial statements, make reports as required by the President or Directors, complete documents as required by state and federal authorities. Elected by the Board annually.

**Clerk (board member):** (per bylaws) keep record of the meetings of the Corporation, keep the minute books of the Corporation, give notice of meetings. Elected by the Board annually.

**Nominating Committee (3):** nominate candidates for positions on the Board of Directors per bylaws.

**Audit Committee (3):** conduct an annual audit of the accounts of the Band including inventory and report results to the Board of Directors.

**Production Management (10 total):** Manage production "to-do" list, coordinate with Marketing Manager on publicity and promotion, establish timeline and coordinate activities for concert tickets and program, secure venue, coordinate with Equipment Manager on equipment required, member logistics, coordinate with Artistic and Music Director on staging issues, coordinate activities of other volunteers contributing to the production. A Production Manager and Assistant Production Manager (an opportunity to "learn the ropes") are needed for each of our 5 major season concerts (Fall RSBB, Fall SCB, Jazzy Valentine, Winter, and Pops)

**Librarian (4 total, 3 SCB & 1 RSBB):** Maintain music library, distribution and collection of music / folders to members, manage distribution and return of borrowed music, labeling and cataloging of music, ensure spare parts are brought to rehearsal, maintain inventory of band music and report to Board as required.

**Personnel Management (3 total, 2 SCB & 1 RSBB):** keep membership roster, track attendance and report to Music Director any member unable to attend a scheduled rehearsal or performance, distribute schedule information and changes to members, process new member applications per bylaws, maintain and distribute member information sheet / handbook, collect dues, hire substitutes as required by Artistic and Music Director for performances.

**Equipment (3 SCB gear, 2 sound system SCB/RSBB):** ensure proper equipment in place for each rehearsal and performance, transportation of same as required, procurement of equipment as directed by the Board, maintain an inventory of band-owned equipment and report to Board as required. This can be separated into two distinct functions: sound system (best to have an RSBB volunteer) and Concert Band equipment (primarily percussion).

**Marketing (3 people):** publicity and promotion, generate public awareness of band, publicity for concerts and performances, publicity aimed at attracting new members, coordinate activities of other volunteers engaged in marketing activities.

**Graphics (1 person):** graphics design for concert promotion, flyers, ticketing, web site activities.

**Web Site (3 people):** Maintain and update band web site, ongoing updates to the member page, provide tools for on-line ticket sales, make changes as requested by Board. Web master plus assistant.

**Sponsorship (3 people to manage, but all should pitch in and help):** coordinate advertising and sponsorship activities, coordinate activities of other volunteers engaged in sponsorship activities, seek grants and other third-party funding sources, oversee production of sponsor content in program book.

**Concert Program (2 people):** layout and development of concert program inserts, coordinate program content information with Artistic and Music Director, coordinate advertising and sponsor content with Sponsorship Manager, production and printing of concert program inserts.

**Concert Tickets (2 people):** Due to lack of volunteers, we are eliminating paper ticketing for 2012 – 2013. All ticket sales will be on-line “will call”. Task includes manage on-line ticket sales process, create “will call” list for use at the door.

**Ticket Takers (10 total, 2 per concert):** Handle ticket sales process at the door for each concert. Check prepaid patrons on will-call list, sell admission to walk-ins. SCB members can volunteer for RSBB-only events, also can get family members or friends to help out in this capacity.

**Booking Agent (1 person):** focal point for booking all third-party performances, negotiate contracts per rate list as determined by Board, secure details on venue and logistics as required, communicate issues as required back to hiring party.

**Summer Concerts (3 people):** develop prospect list, direct activities of volunteers to secure repeat performances and solicit new towns, co-ordinate scheduling of performances with Artistic and Music Director and Board, co-ordinate with Booking Agent on contract / logistics / invoicing.

**Hospitality (2 people):** Coordinate volunteers to provide refreshments for “full” rehearsals and other band events as required. This position has been vacant the past few years.

**School Liaison (1 person):** Secure rehearsal and concert space in Sharon Schools as needed, co-ordinate required paperwork.

**Mail (1 person):** Regularly check band P.O. Box at Sharon Post Office, distribute mail to recipients

**Music Stand Distribution (2 people):** Secure music stands for band members as directed and funded by the Board, label stands with SCB ownership, maintain sufficient inventory of stands for new members, distribute stands to new members and track by stand number, collect stands from retiring members.

**Uniforms (2 people, 1 SCB & 1 RSBB):** Secure uniforms for band members as directed and funded by Board, maintain sufficient inventory of uniforms for new members and substitute performers as required, co-ordinate member purchase of replacement / extra uniform pieces.

**25<sup>th</sup> Anniversary Committee (5):** Next season we celebrate our 25<sup>th</sup> anniversary, and extra volunteers would be greatly appreciated to help propose and coordinate special events.

**ACB Performance Report (2):** Keep track of all music we perform during the year in an Excel spreadsheet which is sent annually to the Association of Concert Bands to fulfill our ASCAP/BMI license requirements. One person each from the Concert Band and RSBB.

**Volunteer Coordinator (1):** Maintain the list of volunteer jobs and openings, recruit volunteers to fill open positions, ensure proper training resources to ensure volunteer success.