

Why Volunteer? The Band Program doesn't work without your help. It's a great group of fun parents and you get to be involved in an important part of your student's high school experience!

School Year 2018/2019

EBPO (Edison Band Parent Organization)

Board and Committee Members

Board Members

Position	Member Name	Student's Grade
President	Jaime Martinez	12
Vice President	Chris Nirvelorron	11
Secretary	Christian Nutt	10
Sr Treasurer	VACANT	
Jr Treasurer	Rita Kargol	10

Committee Members

Position	Member Name	Student's Grade
Chaperone	Dorit Askenazy	12
Color Guard	VACANT	
Communications	VACANT	
Fundraiser	VACANT	
Home Game Performances	Dorit Askenazy	12
Hospitality	Emily Bunch Jenny Grigsby	12 10
Pit Crew	VACANT	
Spirit Wear	Chris Nirvelorron	11
Tag Day (1)	Ginger Fletcher	12
Tag Day (2)	VACANT	
Uniform (1)	VACANT	
Uniform (2)	Rita Kargol	10
Website	Scott Lahman	10

EBPO Monthly Meeting - Held at 7pm in the EHS Band Room the second Tuesday of each month (exceptions noted):

Sept 4th (1st Tues; meet before Tag Day - 9/8)
Oct 9th
Nov 13th
Dec 11th
Jan 8th

Feb 12th
Mar 12th
Apr 9th
May 14th
Jun 4th (1st Tues; host 8th
 grade/incoming parents)

EBPO (Edison Band Parent Organization)

Positions and Job Descriptions

Officers of The Board

- **President** - Schedules and chairs monthly EBPO meetings every second Tuesday of the month. Interfaces with Band Director on programs and budget requirements. Recruits for Board and committee positions as needed. Represents the EBPO at school events (Back to School Night, 8th Grade Orientation, etc.). Mentors vice president.
- **Vice President** - Acts as aide to the president and shall perform the duties of the president in the absence or disability of that officer to act. Receives mentoring to fulfill the president position once it has become vacant.
- **Secretary** - Takes minutes at the monthly EBPO meeting, especially noting budgetary items that were approved and issues the minutes before the next EBPO meeting. Keeps a copy of the bylaws. Attends to all routine correspondence.
- **Sr. Treasurer** – Maintains the financial statements. Receives donations and fundraising proceeds for deposits. Reimburses expenses via the EBPO checking account per the budget. Reports the financials and comparison to budget at the monthly EBPO meetings. Receives and reconciles banking statements. Provides cash boxes for all events selling tickets or concessions. Mentors junior treasurer.
- **Jr. Treasurer** – Acts as aide to the treasurer and shall perform the duties of the treasurer in the absence or disability of that officer to act. Receives mentoring to fulfill the treasurer position once it has become vacant.

Committee Positions

- **Chaperone Coordinator** – Coordinates with volunteers (often through Sign-Up Genius) to chaperone performances and events.
- **Color Guard Coordinator** – Liaison between Color Guard parents and Color Guard instructor. Coordinate activities of the color guard including costume and shoe purchases and making of flags.
- **Communications** – Updates and maintains the Edison Band website.
- **Fundraiser Coordinator** – Plans and coordinates fundraising activities. Examples include:
 - Restaurant Nights - Coordinates with restaurant and publicizes up to 4 restaurant nights each school year and follow-up on payments.
 - Car Washes - Coordinates car washes, usually 2 per year (Fall and Spring).
 - Cheese Cake Fundraiser - Coordinates logistics, manages tallying of payments, promotes, and communicates with parents and students the fundraiser.

EBPO Positions and Job Descriptions (continued)

- **Home Game Performances (Marching Band)** – Coordinates with volunteers (often through Sign-Up Genius) the prepping of stadium stands and overseeing the ordering and distribution of third quarter concessions.
- **Hospitality Coordinator** - Coordinates with volunteers (often through Sign-Up Genius) food and/or refreshments (including setup, serving, and cleanup when applicable) at performances, concerts, and other events such as Band Camp and the Band Banquet.
- **Pit Crew Coordinator** – Drives, solicits and coordinates volunteers for the loading and unloading of instruments, sound equipment, and uniforms for the band events.
- **Spirit Wear** – Work with Band Director, Drum Major(s), and Captains for design of show shirt, arrange production of shirts, take orders for other spirit wear and sell spirit wear (w/volunteers) at marching band activities.
- **Tag Day Coordinator(s)** – Plans and coordinates Tag Day activities including mapping out zones, efficiently route teams to the mapped zones, collect funds for submission to Treasurer, and track collections by zone to determine best areas for solicitation.
- **Uniform Coordinators** – Coordinates the assigning and fitting of band uniforms (marching, symphonic and concert), cleaning in a timely manner, and maintaining inventory (including accessories: gloves, plumes, shako boxes).
 - ♣ During Season – Sets up uniform carts and assist students with uniform needs at competitions and concerts. Provides incentives for students to put away uniforms neatly and ensures uniforms are put away at the end of each event.
 - ♣ Post Season – Arranges for the dry cleaning and return of uniforms (around May for Marching Band and August (start of school year) for Symphonic).