

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 2019/2020

EBPO (Edison Band Parent Organization)

Board and Committee Members

Board Members

| Position | Member Name | Student's Grade |
|----------------|-------------------|-----------------|
| President | Chris Nirvelorron | 12 |
| Vice President | Doug Kelly | 10 |
| Secretary | Sandra Ashford | 12 |
| Sr Treasurer | VACANT | |
| Jr Treasurer | Rita Kargol | 11 |

Committee Members

| Position | Member Name | Student's Grade |
|-------------------------|--|-----------------|
| Chaperone Coordinator | Jennifer Clark | 10 |
| Color Guard Coordinator | Jennifer Clark | 10 |
| Communications | VACANT S. Lehman Interim | |
| Fundraising Team | 1) VACANT 2) VACANT 3) VACANT 4) VACANT | |
| Home Game Performances | VACANT | |
| Hospitality Committee | 1) Jenny Grigsby 2) VACANT 3) VACANT 4) VACANT | 11 |
| Pit Crew Coordinator | VACANT | |
| Spirit Wear | Jenny Grigsby | 11 |
| Tag Day Team | 1) Doreen McKnight 2) VACANT | 11 |
| Uniform Coordinators | 1) Rita Kargol 2) VACANT 3) VACANT | 11 |

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 volunteers (often through Sign-Up Genius) to chaperone performances and events, prep the stands for home games, and supervise the use of chaperone badges.
- **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 and social media.
- **Fundraisers** – Plans and coordinates fundraising activities, with one member reporting to the EBPO at monthly meetings. Examples include:
 - Restaurant Nights - Coordinates with restaurant and publicizes up to 4 restaurant nights each school year and follow-up on payments.
 - Car Washes - Supervises car washes, scheduled by the Director, usually 2 per year.

EBPO Positions and Job Descriptions (continued)

- Barnes & Noble Fundraiser - Coordinates logistics, promotes, and communicates with parents and students about the fundraiser.

• **Home Game Performances (Marching Band)** – Coordinates with Chaperone Coordinator for home game needs, and oversees the ordering and distribution of third quarter concessions.

• **Hospitality Committee** - 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. One member will report to the EBPO at monthly meetings.

• **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 at the beginning of band camp, arrange production of shirts, take orders for other spirit wear and sell spirit wear (w/volunteers) at marching band activities.

• **Tag Day Team** – 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 assists students with uniform needs for games, 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).

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

Sept 3rd (Meet before Tag Day 9/7)

Oct 8th

Nov 12th

Dec 10th

Jan 14th

Feb 11th

Mar 10th

Apr 14th

May 12th

Jun 2nd (Host rising Freshman parents)