

TCWBPO Committee Chair Descriptions
February 4, 2020

Website and Social Media

- a. In coordination with the Band Director, create and maintain a working website and presence on other social media platforms to provide students, parents, school and the community with information about the TC West Band Program and the TCWBPO.
- b. Upload media onto the band website and social media to be maintained for educational purposes (i.e. rehearsal and performance videos for the students to study the day after performing).

Band Camp

- a. Start working directly with Band Director in May/June each year to develop and organize the schedule for upcoming band camp.
- b. Meals/Lunches – Research, develop, and organize plan for feeding and hydrating students during camp. Plan must be approved by Band Director and TCWBPO.
- c. Recruit, train, and ensure that a sufficient number of volunteers are available to make band camp run smoothly. Training must be approved by Band Director.

Marching Season

- a. Start working directly with Band Director in early August each year to develop and organize schedule for upcoming marching season.
- b. Hydration/ Snacks – Research, develop, and organize plan for hydrating and maintaining energy levels in band students during marching practice and game day activities.
- c. Recruit, train and ensure that a sufficient number of volunteers are available to work or donate needed items.
- d. Assist with band exhibitions and festivals as needed.

Uniforms

- a. Collect glove, summer polo, and marching shoe orders and work with Treasurer and Band Director to purchase and distribute items to students.
- b. Schedule marching and concert uniform fittings and returns with Band Director. Recruit student and parent/adult volunteers to help with preparing uniforms, fittings, and returns.
- c. Coordinate with Band Director to distribute and collect Marching Uniform Contracts and provide cleaning instructions for formalwear. Collect dry cleaning deposits for marching uniforms. Maintain individual student records for issued and returned marching uniforms and formalwear, dry cleaning deposits, and contracts.
- d. Coordinate with dry cleaner to pick-up and return marching uniforms. Communicate with Treasurer regarding payment from student deposits. Review dry cleaning costs periodically to ensure students are paying an appropriate deposit.
- e. Coordinate with Band Director, parents, and students on issues such as financial assistance, fees for damaged or lost uniform items, insufficient uniform supplies, replacement orders, and alterations.
- f. Make senior cords and help with uniform needs before marching performances like putting up hair and replacement gloves. Obtain the appropriate supplies.
- g. Keep uniform closet organized.
- h. Train a replacement before the end of the last term.

Middle School Liaison

- a. Alert BPO to opportunities for and help coordinate BPO presence to promote Band membership at Middle School events.
- b. Help ensure communications from the BPO are distributed to Middle School Band families.
- c. Alert Middle School Band Director to opportunities for increased Middle School parent involvement in BPO activities.

Concert Season and Hospitality

- a. Start working directly with Band Director in October each year to develop and organize the schedule for upcoming concert season.
- b. Recruit, train and ensure that a sufficient number of volunteers are available to work at needed times and dates.
- c. Explore further opportunities for the group or individual student musicians to grow through concert study.
- d. Develop and organize schedule to provide volunteers to various band events.
- e. Research and develop plan on how or what is needed to provide appropriate hospitality at all band functions.
- f. Organize the hosting of guests throughout the year (visiting bands, guest clinicians, etc.).

Jazz Band

- a. Start working directly with Band Director in October each year to develop and organize schedule for upcoming Jazz Season.
- b. Recruit, train and ensure that a sufficient number of volunteers are available to work at needed times and dates.
- c. Assist in the organization of jazz band performances throughout the year (Traverse City gigs, CMU trip, MSU trip, etc.).
- d. Lead the organization and delivery of the Spring Swing jazz concert.
- e. Explore further opportunities for the group or individual student musicians to grow through jazz study.

Senior Plaques

- a. Collect information and photos from all graduating senior band students for senior plaques commemorating each student's band experience.
- b. With appropriated budget, coordinate the production for senior plaques in advance of the May Band Awards banquet.
- c. Communicate costs to the Band Director and Executive Board.

Fundraising

- a. Research and develop plan for raising funds for the TCWBPO which can be used to support the TC West Band Program and help the band students fund band-related activities.
- b. Identify and support the focal point(s) for specific fundraisers who will organize and develop a schedule for volunteers to provide help at those fundraising events.
- c. Ensure all fundraising opportunities and activities are approved by the Band Director.

Spirit Wear

- a. Work with Band Director to provide clothing and other items which promote the integrity and dynamics of the TC West Band Program.
- b. Work with vendors to secure spirit wear at reasonable prices and market spirit wear to students and families at band events, when required.

Database Management

- a. Maintain database of all TC West band students and their parents at both the high school and middle schools. Information includes phone numbers, email addresses, and other demographics in coordination with the Band Director.
- b. Coordinate with the Band Directors, Executive Board and Committee Chairs in the varied outreach necessary to the Middle School and High School membership.

Scrip

- a. Assist families in registering for and using the Scrip program.
- b. Promote the Scrip program at TC West Band Program events with an aim to encourage greater participation at Middle School and High School levels.
- c. Submit, receive, sort and distribute Scrip orders.
- d. Supply the Treasurer with a record of all rebates earned on a quarterly basis so that family band accounts can be credited correctly.

Equipment and Trailer

- a. Maintain and organize a current list of all TC West Band equipment. This list will also provide equipment condition and indicate if any repairs are needed.
- b. Coordinate trailer and equipment repairs. Relay costs of repairs to the Band Director.
- c. Coordinate with trailer driver needs with the Band Director for the school year.
- d. Coordinate collection of information from volunteer trailer drivers regarding necessary TCAPS forms and documentation required by the TCWBPO trailer insurance policy.
- e. Notify Band Director of any irregularities or insufficiencies with equipment.
- f. Explore potential equipment acquisitions.

Travel

- a. Research, plan and organize travel opportunities for band students to take advantage of learning opportunities and skill development in other parts of the United States as well as other parts of the world.