

Subcommittees/volunteer roles within the Delta Music Makers Community Band Society

Within the organization of the Delta Music Makers Community Band Society, many volunteer tasks are taken on by individuals, only a few of whom are on the actual board of the Society. This document is a list of current groups and/or individuals who take on specialized tasks within the organization and should be reviewed annually. Committees are always open to accepting new members both from within the band and friends of the Delta Music Makers.

The President is a defacto member of all subgroups within the DMM Community Band Society (this does not mean that s/he must attend every meeting of every group).

When a committee/role requires a Board member to sit on it, the Board member's title is noted. Committees report to the Board at the Board's request; ongoing committees (i.e. Bandfest) have members on the Board who will report at Board meetings. Other committees/roles who are requested to (or wish to) report to the board will be invited to Board meetings as necessary.

Subcommittee or individual role	Objectives
Finance (funds and grants and fundraising) Treasurer President	<ul style="list-style-type: none"> • to explore and execute ways to secure funds that will allow the DMM to undertake activities beyond the day to day running of the ensemble. • To help monitor and give advice regarding the spending of the DMM board members and conductors in relation to the Society's five-year plan.
Equipment	<ul style="list-style-type: none"> • equipment inventory • pick-up and return of materials needed from the Band's storage locker • repairs to equipment (note, instrument repairs, particularly of band instruments are to be done by qualified instrument repair technicians) • ensure society owned instruments are serviced on a rotating schedule
Web manager	<ul style="list-style-type: none"> • maintain the DMM society's website • include photos, the current music folder, a calendar of dates and information on the band's activities
Member fundraising	<ul style="list-style-type: none"> • organize and run the weekly 50/50 raffle • perogies • poinsettias • bottle return • Post Christmas party
Nominations chair	<ul style="list-style-type: none"> • solicit nominations for the Board • present the nominations at the AGM and run the election of Board members
Concerts Band Conductors and a society member	<ul style="list-style-type: none"> • locate venues for the band to perform • seek venues which give honorariums
Ladner Bandfest	<ul style="list-style-type: none"> • select date, book for Corporation of Delta Parks and Recreation • Chair sets 4 pre-event meeting dates and 1 post-event wrap up meeting date • Send registration forms out before the end of October to the entire mailing list

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	<ul style="list-style-type: none"> • Book tents and popcorn machine in January • Schedule bands by February • Committee jobs include: Chair, site and facilities, truck and equipment, concession, volunteers (stage managers and crew, inside crew, concession, pre setup, post cleanup etc.), publicity (posters, reader-boards, articles for the newspapers, online ads, etc.), printed program (sell ads), MC's, correspondence
Remembrance Day Performance	<ul style="list-style-type: none"> • Date is the Sunday before Remembrance Day • Grant is requested from Federal Government by DMM president the spring prior to the performance • Book with KinVillage or chosen location • Chair sets 3 pre-event meetings and 1 post-even wrap-up meeting • Book piper, Air Cadets, other guests • Arrange for piper to attend DMM rehearsal • Publicity (articles, posters etc.) • Committee jobs include: prepare printed program, prepare visual displays, organize volunteers for 11 a.m. setup and food prep, parking, collection at door, flowers, band equipment pick up and return, chair setup, audience setup
Garage sale	<ul style="list-style-type: none"> • solicit donations • price items • store items prior to sale • seek volunteers to provide items for plant and/or bake sales • arrange for 'float' for sale day • book venue for the sale • publicize the event • clean-up the site after sale • dispose of unsold items
Concert set-up	<ul style="list-style-type: none"> • within each band section, one member is to be accountable for concert attendance and will help set-up that 'section' within the band • this individual can change from concert to concert
Alumni	<ul style="list-style-type: none"> • keep in touch with past members • notify past members of band and society events
Room set-up	<ul style="list-style-type: none"> • set-up chairs and stands prior to rehearsal
Member liaison	<ul style="list-style-type: none"> • prepare and deliver a letter of welcome to new members • give new members a copy of the band's by-laws • have members complete the society membership form (yearly) and keep on file • maintain a band members' phone and email list • keep track of members' years enrolled with regards to the 15 year recognition pin

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	<ul style="list-style-type: none"> • prepare cards for occasions such as birth, wedding etc. • may be asked to attend the high school's scholarship ceremony and present the DMM bursary
Public Relations	<ul style="list-style-type: none"> • write articles promoting the Delta Music Makers • publicize events of the DMM in the media • submit ads as needed when seeking new musicians for the group
Uniform committee	<ul style="list-style-type: none"> • track inventory of band jackets • collect rentals (yearly) • collect any fees from new members receiving jackets • store unassigned jackets • collect jackets from members leaving the band and ensure their deposit is returned as appropriate
Newsletter	<ul style="list-style-type: none"> • produce three newsletters per year with information on activities and dates
Music librarian and caretaker	<ul style="list-style-type: none"> • collect returned music • sort music by title and score order (if needed) • return music to filing cabinets