



# RIVERSIDE MIDDLE SCHOOL

## MUSIC PARENTS ASSOCIATION

179 FORBES STREET

RIVERSIDE, RI 02915

401. 433.6240



There are many times during the year the band will need the support and help of parent volunteers. We will have a range of needs in many different areas. Parental help will be needed as chaperones, office help, transportation, etc.

### Music Parents Association Position Descriptions:

#### EXECUTIVE BOARD:

##### **PRESIDENTS – (1 Band Parent; 1 Chorus Parent)**

Oversees the administration of the RMS Music Parents Association; works closely with the Directors to promote and implement the music program; works closely with school administration and personnel to ensure that the Music Department is in compliance with school policies; works closely with parents to make sure students are meeting financial and musical obligations; runs monthly meetings.

##### **1<sup>ST</sup> VICE-PRESIDENTS FOR TRIP PLANNING/CHAPERONES – (1 Band Parent; 1 Chorus Parent)**

Oversees the administrative needs for Band/Chorus trips, including applications and forms; ensures that a sufficient number of chaperones are available for all Band/Chorus trips and events, including after school and/or night rehearsals.

IMPORTANT: The nature of this position requires that the 1<sup>st</sup> Vice-President be present at ALL meetings and events, including events in which his/her child may or may not be involved.

##### **2<sup>ND</sup> VICE-PRESIDENTS FOR COMMITTEES – (1 Band Parent; 1 Chorus Parent)**

Oversees the administration of all Music Parent Association Committees; oversees Music Booster Program; works closely with each committee leader as a liaison to the Band and Chorus Directors.

##### **PAST PRESIDENTS – (1 Band Parent; 1 Chorus Parent)**

Serve as advisor to the Presidents; serves as Middle School Liaison on the Friends of East Providence Band (high school parents association).

##### **SECRETARY – (1 Band OR Chorus Parent)**

Records minutes at all meetings and presents minutes to the Board. Prepares and collects student forms; conducts periodic mailings to parents.

##### **TREASURER – (1 Band OR Chorus Parent)**

Collects all monies received by students; pays all Music Association bills in a timely manner; maintains accurate records and reports that are in compliance with school policies; works closely with the Fundraising Committee and the Riverside Middle School PTA to ensure that all student records are current and accurate.

#### COMMITTEES:

**EPHS MENTOR** – Oversees and monitors the High School Mentor program in matching Middle School students and High School mentors. (Currently in-active)

**EPHS LIAISON** – Assists in communication exchange between the EPHS Band/Chorus program and RMS Music Parents Association. (Currently in-active)

**EQUIPMENT** – Oversees equipment needs for band functions, excluding personal instruments; coordinates movement of equipment as needed.

**FUNDRAISING** – Oversees the fundraising efforts of the Music Department; helps plan and implement fundraising events; works closely with the Treasurer and the Riverside Middle School PTA regarding students fundraising activities.

**HOSPITALITY** – Oversees meals, decorations, and hospitality rooms for all Band/Chorus events, including decorating for the Holiday and Spring Concerts, Jazz Night and the Band Awards Night; works closely with the Directors in coordinating meals and/or snacks at rehearsals, parties, trips, Jazz Night and the Band Awards Night.

**PUBLICITY/HANDOUTS** – Works closely with the Executive Board in distributing and posting information to parents and students regarding trips, events, fundraising, etc.; ensures that Band/Chorus events are publicized in our local newspapers (i.e. the East Providence Post, the Providence Journal, etc.); coordinates telephone tree efforts with students, parents, and/or committee members.

**SUMMER BAND** – Works closely with the Band Director in the planning and coordinating of all summer band social activities; ensures that a sufficient number of chaperones (including carpools) are available for all summer band social trips and final concert; coordinates and oversees the collection of borrowed materials at the conclusion of summer band, including instruments, music and/or folders.

**TECHNOLOGY** – Works closely with the Directors in creating a database of band/chorus information, including student data, attendance, grades, after-school activities, instrument inventory, music inventory, etc.; ensures continuation of RMS Band e-mail group.

**UNIFORMS** – Ensures that students have uniforms for all Band/Chorus functions; Organizes parents to help in the issuing and maintenance of uniforms; works with Directors in ordering/purchasing Concert Band and/or Chorus uniforms as needed.

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**I AM INTERESTED IN BEING A PARENT VOLUNTEER.**  
*(Please submit to Ms. Murphy or Mr. Baldaia ASAP)*

**PARENT/GUARDIAN NAME(S):** \_\_\_\_\_

**STUDENT’S NAME(S):** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE(S):** \_\_\_\_\_

**I AM INTERESTED IN THE FOLLOWING COMMITTEE(S):**

\_\_\_\_\_

**I CANNOT SERVE ON A COMMITTEE BUT I AM INTERESTED IN HELPING BY:**

\_\_\_\_\_