



PETERBOROUGH NEW HORIZONS BANDS

Position Description: Band Representative

Date Issued: July 17 2025

Description:

Each concert band has a Band Representative. They report to the Board Secretary. They help to track membership, ticket sales, collection of funds, engaging new members and provide information to their band.

Terms of Membership: One year renewable

Items needed:

Band roster list

Skills Required:

Organizational. Communication. Comfortable with handling funds.

Suggest the Band Representative be very knowledgeable of how PNHB works, so they can comfortably guide members.

Duties and Responsibilities:

The Band Representative is to Inform the Board Secretary;

- of any member's major illness or death in a member's close family.
- if the Band Representative is resigning (please give enough notice to find a replacement)
- with any problems or questions

Duties:

- works with the Members Manager to engage new members into their band
- for the first 2 weeks of the term, inform their band to pay dues
- assist the Treasurer with collection of dues from members in their band (gather cheques or cash)
- assist the Communication Manager with keeping the directory current for their band.
- work with the Office Administrator
 - to collect outstanding dues
 - inform them of any member missing in their band (but not actively find this out) except for the Green Band, they tell the Members Manager.
- assist the Concert Manager or other Committee representative with ticket sales and collection of advertisement submissions.
- be a point of contact for all members and assist directing them to the right person or document Eg. direct them regarding sectionals, introduce them to other people.
- direct members to follow the "Membership Policy" regarding exemptions, "Movement between bands" regarding going to another band and "Code of Conduct Policy" regarding what is expected of the member and the other policies on the website.
- follow the "Financial Controls policy" regarding purchases and reimbursements.
- pass on information to their Band as needed.



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- find a delegate to cover for them for days they will not be at rehearsals

Date Approved: _____

Signed: _____
PNHB President

Signed: _____
PNHB Board Secretary

Revision History:

Date	Description	Who
2025 July 17	Change some processes. Move specifics to the Band Representative procedures document.	Bev Murphy, Lisa Witherington and consulting others.
2024 July 4	Put in standard format. Review and update. Drop use of receipts (approved by Board). Add Treasurer or A/R Coord. collecting funds.	Bev Murphy consulting current Band Reps, James Burrett (Comm. Mgr) and Pat Wade (Mem. Mgr)
2011 May	original	