



PETERBOROUGH NEW HORIZONS BANDS

Position Description: Band Representative

Date Issued: 2024 July 4

Brief Description:

Each concert band has a Band Representative. At the start of each term, they take attendance to confirm the roster is correct (inform others if not), collect funds as directed, assist with ticket distribution & collection, pass cheques and cash on to the Treasurer, Accounts Receivable (henceforth A/R) Coordinator or delegate. Assist with maintaining the master membership database. Provide information to their band members and direct them to our bylaws, policies, procedures and other documentation found on our website.

Items needed:

Band roster list

Skills Required:

Organizational. Communication.

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

Responsibilities:

Inform the Board Secretary of any member's major illness or death in their close family.

Generally;

- Delegate an alternative to cover for them in case they are not available.
- 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.
- Make announcements to their band as requested by the Board (or delegates this to another member in their band).
- Let the **Members Manager** know if a member is thinking of quitting or absent.
- 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.

Check the website for who is the **Members Manager, Concert program creator** and **A/R Coordinator**.

Contact the **Communications Manager** by sending an email to pnhb.music@gmail.com.

References to the **A/R Coordinator** can also be the **Treasurer**. You will be informed which one to work with.



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At the beginning of a term,

- ❖ Print your band roster that was provided by the **Communications Manager**. In the third column is the heading of PAID and in the fourth column the heading of NOTES.
- ❖ Go through the band list and talk to the members. Note these items.
 - For membership fee collection (This information is needed for backup only. A tally of funds is not required. It is also used to help identify if all members are there for your band ie. Confirm the roster is correct).
 - If the Member hands over cheque or cash. (Note: if the Band Representative is not comfortable with handling cheques or cash, they are to direct the member to give it to the **A/R Coordinator**).
 - Note CHQ or CASH under the PAID heading for that person.
 - Pass all cheques and cash on to the **A/R Coordinator**.
 - If the Member e-transfers funds to pnhb.music@gmail.com and indicates in the message section their band and the term being paid.
 - Note of XFR under the PAID heading for that person.
 - The Member will receive an email from their bank confirming the transfer.
 - If the Member says their fees are being waived because they are performing a specific role, in the PAID column, note W for waived and in the NOTES column, note what their role is.
 - If the Member information changed (address, phone, email, last name, instrument or band), make a note of this in the NOTES column. Have the member to let the **Communications Manager** know, so the main database can be updated.
 - For members wanting to go to another band, direct the member to follow the "Movement between bands during a term Policy". Make a note of them leaving, if approved. Have the member let the **Communications Manager** know, so the main database / roster can be updated.
 - For a member has quit or are on a LOA (leave of absence). Let the **Communications Manager** know, so the main database can be updated.
 - Let the **Members Manager** know if they quit.
 - For members not on the list
 - If they are new to PNHB, the **Members Manager** should have introduced/informed you to the new member. Add the new members name and instrument to your list (the other contact information should have already been sent to the Communications Manager by the Members Manager). When a new band list is printed the new member should be on it.
 - If the member came from another band, add their name and instrument to your list. Have the member let the **Communications Manager** know, so the main database can be updated.
 - If the Members Manager hasn't done this, introduce the member to the Conductor and band.



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- Inform the **Members Manager** of the new member, just in case they were bypassed.

If after 3 weeks after the start of the term and a member has not attended, inform the **Members Manager**. If they have not paid, inform the **A/R Coordinator**.

At the end of the term, give your band list to the **Members Manager**.

For Event ticket sales,

- This task can be delegated to another member in the same band.
- Work with the Committee representative to distribute the tickets members are to sell.
- As directed by the Committee representative, members are to return unsold tickets or funds.
- Give the funds collected to the **A/R Coordinator**.
- Give the tickets collected to the Committee representative.
- For concert advertising, give the advertising form and advertising to the **Concert program creator** (however emailing this information is preferred).

Terms of Membership: One year renewable

Date Approved: July 4th / 2024

Signed: [Signature]
PNHB President

Signed: [Signature]
PNHB Board Secretary

Revision History:

Date	Description	Who
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	