



Please consider joining us! It is a great way to earn music miles!

The SCBPA has these positions available:

Vice Chairperson

The Vice Chairperson will become familiar with all the Band Auxiliary fundraisers, but will specifically act as the liaison between the Band Auxiliary and the Public Relations Coordinator and the Choral Executive. The Vice Chair will preside over meetings when the Chairperson is unavailable. You will be a signing authority for the organization.

Treasurer

The Treasurer will oversee all matters relating to the finances of the Band Auxiliary, including maintaining several bank accounts. In August, with the assistance of the Band Executive, prepare the budget for the following year to submit along with financial statements at the annual meeting for approval. You will be one of the primary signing authorities for the organization along with the Chair and Vice Chair. Provide signed annual meeting minutes to the bank to change signing authority in the years there is a change in the Chair, Vice Chair and Treasurer. You will be asked to present updated income / expense information at each Band Auxiliary meeting as well as the current bank balance. You will be responsible for deposits of donations, trip fees, etc. to the Band Auxiliary's bank accounts. Some activities will require writing of receipts. You will co-sign cheques paying for approved expenditures. On a regular basis you will check for mail at the Post Office. In order to prepare the reports for the monthly meetings you will be responsible for providing the bookkeeper with invoices, receipts, and banking statements on a monthly basis. You will make arrangements to have our financial statements audited annually. To maintain our standing as a non-profit entity you will submit the required paperwork including annual return and change of director report with the Corporations Branch each year. You will file the semi-annual GST rebate and the annual Charity Return with CRA. Calculation of the value of a Music Mile is done by the Treasurer with the assistance of the Executive. You may be asked to prepare a 'float' in advance of some fundraisers. For events involving combined Choral / Band activities, you may be required to manage cash flow in conjunction with the treasurer from the Choral Association.

Member-at-Large

A Member-at-Large must attend monthly meetings of the Band Auxiliary. You will participate in all discussions and decisions relating to fundraisers, setting of policy, etc. Each Member will be assigned to act as the liaison between the Band Parents' Auxiliary Executive and one of its fundraiser Task Leaders. In this capacity, you will stay in touch with the Task Leader, check on their progress periodically, relay information to them, and act as a conduit of information between them and the Executive. In the event that the Secretary is absent, you may be asked to take Minutes at Executive meetings.

Bottle Drive Task Leader

This leader will be responsible to organize and oversee all volunteers, assign route maps, and set up efficient sorting stations. You will coordinate with Sarcan staff to ensure that they are prepared for extra delivery of recyclables on the day of the bottle drive. Access to a truck or trailer is required for bringing in tables and for taking garbage bags of bottles to Sarcan. You will keep a tally of the Music Miles numbers and hours worked by each student or parent volunteer and forward this information to the Music Miles Task Force Leader.

Sweet Treats Task Leader

This Task Leader will be responsible for getting all fundraiser information to all schools with the help of the Communications Task Leader. You will be responsible for the collection and verification of completed order forms and monies, and submission of aggregate order to the supplier. You will maintain a spreadsheet containing all student sales information. You will be assigned a Member at Large and you may use other volunteers to assist with collection of orders and counting of cash. You will schedule volunteers to help on product delivery day, and be present to oversee sorting and pick-up of orders. You will forward the volunteer music miles number and hours worked to the Music Miles Task Force Leader.

Music Miles Task Leader

This Task Leader will be responsible for collecting data from all other Task Force Leaders and entering it into a spreadsheet and tallying student Music Miles. You will create Music Mile updates to send home to families twice each year. A good knowledge of Excel, and the ability to merge data from Excel into a Word document are required. Updates to students contact info can be forwarded to the Communications Task Leader.