

Epping West Public School Band Volunteer Role Description

Training Band Coordinator and Deputies

The EWPS Band is a parent-run program, which means everyone is a volunteer. This Role Description sets out what is expected of you as a volunteer contributing to the EWPS Band.

What you will do:

Your Role	Training Band Coordinator and Deputies
What you do	Coordinate all Training Band affairs and be the contact point
Your tasks	Examples of the key tasks expected of you in this role are: • Set up Band Information Night at the beginning of the year with support of the Band Manager and other volunteers • Liaise with the conductor about band expectations • Communicate news, changes and events to all band parents • Set up email groups or Whatsapp Group for band parents • Be the key liaison with all members and parents for your band • Attend Band Committee meetings • Address any issues with behaviour or attendance with band students and parents • Attend and escort the band to performances including external and internal performances • Be point of contact for the band at competitions including waiting for the adjudication and sharing news of results • Liaise with the Roster Coordinator for your band about parent volunteers for rehearsal supervision • Liaise with the Music Librarian for music distribution • Liaise with the Band Manager (individual or joint) for assistance with resolution of issues, or on matters affecting other bands • Liaise with Equipment Manager for issues with equipment • Liaise with Event Manager to coordinate date and times for Music Festivals, external and school performances
Useful information	This information may be useful for you in this role: • EWPS Band Google Site • EWPS Band Google Drive (accessible by invitation) • Whatsapp lists for each Band • Be well organised and a good communicator • Able to manage conflict with the support of the Band Manager

What is expected of you:

All volunteers participating in EWPS Band are expected to:

- Work together
- Promote respect for one another
- Remain positive even when times are tough
- Reach out for help
- Comply with [Code of Conduct & Behaviour Policy](#)

Thank you for giving your time to make EWPS Band a great experience for all our kids!