Epping West Public School Band
Volunteer Role Description

Music Librarian

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.

Your Role	Music Librarian
What you do	Organise and purchase new music, books and folders and distribute them for all bands, ensuring the music is in compliance with copyright regulations.
Your tasks	Examples of the key tasks expected of you in this role are: ● Liaise with conductors about music needs and plans ● Purchase physical books and folders for TB, IB, and new SB students ● Coordinate the organisation, labelling and distribution of books and folders ● Manage the EWPS Band online music library including: ○ Verify with the master catalogue yearly ○ Purchase new music as required ○ Scan/download newly purchased music and add watermark ○ Upload current music into the EWPS Music portal in a prompt manner ○ Manage and update the music portal to ensure it is current ○ Ensure all music is distributed in accordance with copyright regulations ● In coordination with Band Managers & Band Coordinators, communicate to parents how to access the music from the EWPS Music elibrary ● Arrange music for Band Camp, including providing hard copy conductor scores or any other hard copies for tutors, if required ● Liaise with Band Coordinators to address any issues about music distribution ● Maintain understanding of current copyright requirements to advise the Band Committee and ensure compliance at all times
Useful information	This information may be useful for you in this role: ● EWPS Band Google Site ● EWPS Band Google Drive (accessible by invitation) ● EWPS Band Music elibrary ● EWPS Band Music elibrary (editor) (accessible by invitation) ● Ability to use web based document management tools (google drive, google site, doc scan tools). ● All book/stationery purchases or any other related fees should be able to claim back from the Finance Manager with a receipt

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!