

Epping West Public School Band Volunteer Role Description

Communications Manager

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	Communications Manager
What you do	Help keep Band operating effectively by supporting the creation and distribution of information, records and collateral.
Your tasks	Examples of the key tasks expected of you in this role are: • Maintain and update public information about Band on the google site • Draft and keep up to date band emails and messages, brochures, forms and instructions • Coordinate production of collateral such as the TB Welcome Newsletter, event brochures and web content • Update and distribute files and documents such as Volunteer Role Descriptions, annual calendars and policy documents • Keep up to date information for volunteers about all aspects of Band in a widely accessible format (Google Drive and Band Manual) • Assist with set up and chairing of Band Committee meetings including the Annual General Meeting (AGM) • Various other administration and support tasks to ensure the smooth operation of the Band
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 • Documents, templates and other records from previous Band Committees

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!