



MUSIC STUDIO BOARD POSITIONS

Music Studio Co-Representatives: The Music Studio *elects* two Representatives — one for Vocal and one for Instrumental majors – to represent the interests of all Music families. Our Reps attend each meeting of the LaGuardia PA Executive Board and all are expected to attend both general PA and the Music Studio EB and general meetings, which are held once per month. The Reps are responsible for general oversight of the Music Studio PA and chair the Music Studio PA Board. We try to elect a second representative (“in training”) for both majors, with the intent of moving that person up to main rep for the following year.

Their duties include but are not limited to:

- planning and leading Studio general meetings;
- attending and leading volunteers at Studio concerts and events;
- serving as a liaison between the LaGuardia High School administration including the AP-Music, the PA Executive Board and Music parents;
- overseeing fundraising for the Studio;
- providing leadership for Studio committees;
- communicating with Music parents and responding to their concerns; and
- providing content for communications with Music parents to the Corresponding Secretaries.

It is very helpful to have prior experience with the Music Studio in another capacity, as a Board member, volunteer, merchandise coordinator, etc. prior to serving as a Representative, but not critical.

The remaining positions may be filled by either two people working together or one person serving as the Manager or Secretary with another volunteer serving as the Assistant (with intention of moving up to or sharing the role the following year.)

Music Studio Audit Officer/Assistant: The Audit Officer is responsible for overseeing the budget, income and expenditures of the Music Studio and for ensuring that the Studio's records align with the monthly finance reports generated by the PA Treasurer. The Audit Officer is responsible for submitting a Music Studio financial report in advance of each Studio PA meeting but does not need to deliver this report in person; they may also be asked to provide copies of the monthly report to the proposed Audit Officer of the PA Executive Board. The Audit Officer is also responsible for ensuring the proper handling of funds at all Music Studio events, including ticket, merchandise, and hospitality sales.

Music Studio Communications Secretary(ies): The Music Studio Communication Secretaries work closely with the Co-Representatives and other Music Studio Board members to disseminate information to the Music Studio community via various communication channels, such as email, Whatsapp, newsletters

and the Music Studio web page. Communication secretaries are responsible for webpage content, producing and distributing regular newsletters to families (Music Mondays) that include upcoming Music Studio events, information of interest, fundraising needs, requests for volunteers, and other items pertinent to Music Studio families.

Music Studio Recording Secretary/Assistant: The Recording Secretary maintains the official records of the Music Studio PA meetings. They are responsible for providing Zoom links to and recording Zoom meetings, providing sign-in sheets at Studio PA meetings, taking notes and finalizing them in the form of minutes for distribution in advance of the next Studio PA meeting. It is expected that either the Recording Secretary or the Recording Secretary Assistant will attend all Music Studio meetings, but if that is not possible, they are responsible for finding another parent to take notes at the meeting.

Music Studio Volunteers Coordinator(s): The position is *ideally* shared by **two** people who would be responsible for making sure that we are staffed with Volunteers for all Music Studio Events including in school orientations, performances, all merchandise sales, feeding students during blackout days, teacher appreciation days, etc. The Volunteer Coordinators work to make sure that we are fully staffed at Music Studio Events.

Music Studio Merchandise Coordinator: The position oversees and manages our Music Studio spirit wear and merchandise program. This role is vital in ensuring that our merchandise offerings align with our school community's needs while maintaining financial sustainability to support PA initiatives.

Key Responsibilities:

- 1. Inventory Management** - Track and maintain accurate inventory records to ensure product availability. Coordinate storage and organization of merchandise. Monitor stock levels and recommend restocks or phase-outs based on sales trends.
- 2. Vendor Relationships** - Identify, evaluate, and maintain relationships with vendors and suppliers. Negotiate pricing, terms, and timelines to maximize quality and profitability. Coordinate order fulfillment, ensuring timely delivery of products.
- 3. Product Launch & Expansion** - Research and introduce new products and product categories based on demand and trends. Collaborate with the board and school community to gather input on merchandise ideas. Oversee the rollout of seasonal or limited-edition merchandise.
- 4. Profit Margin & Pricing Strategy** – Analyze sales data and determine optimal pricing strategies to ensure profitability. Set pricing structures that balance affordability for families with fundraising goals. Provide reports on merchandise sales and financial performance.

Music Studio Merchandise Assistant: The Coordinator and assistant will work to oversee all aspects of the Music Studio Merchandise. This entails designing and executing designs, style selection, production follow up, deliveries and managing inventory.