

## Responsibilities of Standing Committees

The Executive Board must furnish each committee and sub-committee with the following: the tasks to be accomplished, monitoring and reporting procedures, specific authority delegated to accomplish the assigned task. Any correspondence which is to be sent out to the community must first be reviewed and approved by the Executive Board.

Committee chairpersons shall be recruited by the Vice President. Each Chair person will be given a list of committee members as determined by sign-up at the general meeting. Each committee shall furnish a summary report of its activities to the Vice President to be kept on file for reference by subsequent chair persons. Additional sub committees will be assigned as necessary by the Executive Board.

The standing committees include the following:

Winter Fund Raising: responsible for coordinating fund raising through organizing student sales, designing distribution of products and assisting the Treasurer in compiling the accounting records -Annual Fruit Sale.

Spring Fund Raising: responsible for coordinating fund raising through organizing student sales, designing distribution of products and assisting the Treasurer in compiling the accounting records -Spring Supper.

Band Concert Receptions: responsible for refreshments, set-up and clean-up for the receptions following winter and spring concerts, and annual awards reception.

Orchestra Concert Receptions: responsible for refreshments, set-up and clean-up for the receptions following winter and spring concerts, and annual awards reception.

Equipment & Instrument Maintenance: responsible for coordination of efforts to keep equipment and instruments in good working order and maintain inventory records for timely submission of requests for financial resources when needed.

Uniform Maintenance: responsible for coordination of efforts to keep uniforms fitted, mended, and regularly cleaned, and assisting with plans future inventory.

Special Events: responsible for arrangements, reservations, and support crew for special events such as Solo/Ensemble, and guest artist programs or other unanticipated events.

Jazz Support Group: responsible for special arrangements pertaining to the two jazz ensembles such as the two annual concerts, Jazz Cabaret and Jazz Tracs, and other special needs for trips or events.