

**Music & Theatre Parents Association  
Officer & Committee Summary  
June 2014**

Officers/Executive Board Members:

**President/Co-Presidents:** Plan and preside at all meetings. Appoint the necessary committee chairpersons. Serve as an ex officio member of all committees. Initiate recruitment of volunteers. Prepare an agenda for each meeting. Basically works to keep the organization moving forward and providing the support needed for the performing arts programs.

**VP – Choral:** Serve as liaison to the Choral Director to facilitate communication between the school, the MTPA, and parents. Coordinate the inventory, distribution, and collection of choir attire (i.e., dresses and tuxedos). Plan and coordinate the receptions after the winter & spring concerts. Assist with other choral activities as needed.

**VP – Instrumental:** Serve as liaison to the Band & Orchestra Directors to facilitate communication between the school, the MTPA, and parents. Plan and coordinate the receptions after the winter & spring concerts. Assist with other instrumental activities as needed. (*Note: There has been a suggestion and some discussion about elevating the MB&G Parent Coordinator role to an officer role and combining it into this VP role. However, no change has been made as of this time.*)

**VP – Theatre:** Serve as liaison to the Theatre Director to facilitate communication between the school, the MTPA, and parents. Assist the Theatre Director in coordinating, planning and recruiting parent volunteers for each of the plays produced during the year; includes such things as putting together the program, communicating about rehearsal schedules, coordinating publicity, organizing food donations for rehearsals, t-shirts, cast party, etc.

**VP – Technology:** Manage the organization's web & technology presence including the website, Facebook, Twitter, PayPal, Amazon (charitable commissions), etc. Develop and maintain the email distribution list and manage all email communications from the organization to performing arts parents and interested parties. This includes all email newsletters and news "flashes".

**NOTE:** *We are also seeking "Associate VPs" for each of the VP roles for the 2014-2015 school year to facilitate a smooth transition from year-to-year and share the work/fun so that more people know how to keep the organization growing and thriving!*

**Treasurer:** Keep a full and accurate account of all receipts and expenditures, process deposits and write checks. Prepare a monthly financial statement to be read at meetings and work with the Executive Board to produce the budget for the year. Keep records of all funds credited to individual music and theatre students.

**Recording Secretary:** Keep a record of the minutes and transactions of each meeting. Be the custodian of all records and reports. Maintain, along with other members of the board, an accurate music and theatre student list and MTPA membership list.

**Corresponding Secretary:** Handle all letter correspondence for the MTPA, including the annual welcome mailing. Conduct any other correspondence as requested by the President(s).

Committee Leads/Co-Leads:

**Marching Black & Gold Parent Coordinator:** Works closely with MB&G directors to coordinate communication and volunteer efforts for all MB&G related events. Coordinate between MTPA and MB&G for events, budget, parent support, and any other needs.

**Student Fundraising:** Identify and coordinate two student fundraising activities (fall and early winter) to allow performing arts students the opportunity to raise funds to help cover the cost of their participation in extra-curricular performing arts activities.

**Business Advertising:** Coordinate the solicitation of business advertisements for the programs. Includes updating solicitation documents (both MTPA & student) and tracking activity. Note: The lead/co-lead is not solely responsible for doing the outreach; this is shared amongst the MTPA membership & students who can also use this to raise funds for their student account.

**Programs:** Coordinate the production of programs, with the printing company, for the fall and winter theatre productions, the winter and spring concerts (band, choir, & orchestra), and the district band festival. Good proficiency with Microsoft Word and good proofreading & document organization skills helpful in this role.

**Publicity:** Help to ensure that all performing arts activities get publicized. Includes coordinating with HVRSD communications for press releases, helping with production/distribution of posters around the community, etc.

**Concessions:** Organize and run concessions for the theatre productions and other major production or fundraising events during the year. Includes purchasing all goods, coordinating volunteers for set-up, selling, and cleanup.

**Candy grams:** Produce and sell candy grams for the theatre productions. Work with printer to get cards printed, purchase candy & attach to create the candy grams, prepare bags to be used to distribute candy grams to recipients, coordinate volunteers to help with assembly, sale & distribution of candy grams. Note: NHS students have been a good resource to help with this – helps MTPA & gives them service hours.

**Banner:** Work with advertising/graphics firm to have banners updated with current information for fall and winter plays. Work with Pennington and Hopewell Boro to get banner scheduled for display during appropriate weeks for advertising these events.

**Banquet – Event Planning & Coordination:** Plan and coordinate the annual Music & Theatre Celebration and Awards Banquet. Includes securing the facility & caterer, planning the activities & decorations, preparing the budget, creating the invitations and getting them to the teachers for distribution, "advertising" the event, coordinating volunteers for decorating, check-in, cleanup, and any other tasks necessary.

**Banquet – Awards:** Work with the performing arts faculty to gather all of the award information for all senior awards and for the awards given by the performing arts faculty. Get all trophies and nameplates for perpetual awards made (local trophy company). Coordinate distribution of awards at the banquet with the faculty.

**Non-Profit Status Filings/Management:** Keep track of non-profit registration and filing requirements and work with the Co-Presidents, Treasurer, and others, as needed, to ensure the timely filing of all reports and payment of fees to maintain non-profit status. Note: This is a new role; we are still awaiting final approval from the IRS, but have received charitable organization status with the State of New Jersey.