

MYO Parent Volunteer Roles

Position	Responsibilities	Time Commitment/Availability
Membership Coordinator	The Membership Coordinator will be responsible for maintaining the membership contact information list. The Membership Coordinator will contact parents of new musicians to provide them with required registration material, to invite them to join the "mcleanyo" yahoo group, and to provide initial information about rehearsal schedules and other relevant introductory information. The Membership Coordinator will serve as the primary contact person for maintenance of contact information lists for all musicians and their parents.	While attendance at every rehearsal is not expected, the Membership Coordinator should generally be present for a significant portion of the first several rehearsals of the season. At other times, the Membership Coordinator should generally be available to contact new musicians' families in a timely manner and be reachable by email and phone to receive updated contact information.
Attendance Coordinator(s)	The Attendance Coordinator(s) will be responsible for ensuring that attendance is taken at MYO rehearsals and will serve as the point of contact for musicians who are unable to attend rehearsals.	The Attendance Coordinator(s) take attendance at each rehearsal, arriving 20 minutes before the scheduled start of the rehearsal and remaining for the first 20-30 minutes of the rehearsal to take attendance, or will coordinate a group of parents to carry out this task. One Attendance Coordinator will be the primary point of contact for musicians who are unable to attend rehearsals, keeping track of excused and unexcused absences.
Rehearsal Facility Coordinator	The Rehearsal Facility Coordinator will maintain the list of parents responsible for setting chairs at the rehearsal venue in advance of each rehearsal and ensuring that the rehearsal venue is returned to a satisfactory condition at the end of each rehearsal.	The Rehearsal Facility Coordinator is responsible for working with the Music Director to develop a floor plan for the rehearsal chair layout and as an ongoing point of contact for parents with questions about the process.
Librarian(s)	The Librarian(s) are responsible for making copies of music and preparing folders of music for each musician.	The Librarian(s) will be busiest at the beginning of each rehearsal cycle as music is identified by the Music Director. Librarian(s) will go to the McLean Orchestra storage area to locate music, make copies as needed, and prepare folders for musicians. At least one librarian should be at every rehearsal and concert to deal with music needs as they develop.
Publicity Coordinator	The Publicity Coordinator will be responsible for preparing flyers for each MYO Concert and other events, and will collaborate with others on the development of flyers and other related materials. S/he may also be asked for assistance in preparing direct mail pieces for a recruiting and fundraising efforts and for contacting local media about MYO events.	This is a new volunteer role. The Publicity Coordinator will be busiest several weeks before each concert, and at other times when publicity materials are in development.
Webmaster	The Webmaster will have overall responsibility for development and maintenance of the MYO Web site.	This is a new volunteer role. The position will evolve throughout the year.
Snack Coordinator	The Snack Coordinator will maintain the list of parents responsible for bringing snacks to rehearsals. S/he will prepare information on suggested snacks and guidance on quantities needed, etc.	The Snack Coordinator will be busiest at the beginning of the season, though availability for coordination throughout the year will be important.

Position	Responsibilities	Time Commitment/Availability
Concert Reception Coordinator(s)	The Concert Reception Coordinator will organize receptions for the audience and musicians following each concert.	The Concert Reception Coordinator is busiest in the several weeks before each concert. S/he asks other MYO parents to bring refreshments to the receptions and organizes the various equipment needed for the event. With the assistance of other volunteers, s/he arranges the setup, serving of food and beverages, and cleanup following the event.
Program Editor	The Program Editor will be responsible for producing a program for each MYO Concert. Information contained in the program includes the music performed, names of MYO musicians organized by section, biographical information about conductors and soloists, music program notes, recognition of contributors and supporters, and, potentially, advertising. Programs will be prepared at least one week prior to the concert date to allow time for review by the Music Director.	The Program Editor will be busiest in the several weeks before each concert. S/he should have access to Microsoft Word to prepare the program. It may also be necessary for the Program Editor to make or arrange for publishing/copying of the program. While copies for this purpose would be a reimbursable expense, identification of a donor for this service would be welcome.
Fundraising Coordinator(s)/ Committee	The Fundraising Coordinator(s)/Committee will identify fundraising opportunities and lead their execution. While tuition covers basic MYO costs, additional funds may be used for purchase of music and musical instruments, to pay coaches, provide scholarships, and for other purposes.	This is a new volunteer role for MYO. It is anticipated that one or two fundraising efforts in addition to grants may be beneficial.
MYO Representative to the McLean Orchestra Board	The MYO Representative to the McLean Orchestra Board serves as the communication link between the MYO parent community and the McLean Orchestra Board.	The MYO Representative will be expected to attend monthly evening meetings of the McLean Orchestra Board and MYO Parent meetings and relay information between the two groups. Additionally, s/he will be available by email or phone to MYO parents. The MYO Representative works with the Music Director to prepare weekly emails to musicians and parents.
Teacher List Committee	The Teacher List Committee will be comprised of several parents who will work throughout the year to update and maintain MYO lists of private music teachers and teachers within local public and private schools.	The Teacher List Committee will work throughout the year as needed to update and maintain the lists. Members of the committee will be asked to call private music teachers and schools to verify and obtain teacher contact information.
T-Shirt Coordinator	The T-Shirt Coordinator is responsible for coordinating the design of the MYO t-shirt, identifying sources to have the t-shirts produced, negotiating prices, ordering the t-shirts, storing the t-shirts, and distributing them to MYO musicians.	The T-Shirt Coordinator will be busiest at the beginning of the school year when the t-shirts are being designed and ordered. S/he will need to be available throughout the season to provide t-shirts to new musicians and others as needed.
Musican Coaches	Music teachers or professional musicians who will coach sections or individual MYO musicians.	Coaching to be coordinated with MYO Music Director, most often during regularly scheduled rehearsals times.
Ticket Sales	Sell tickets at concerts. Possible involvement in advance ticket sales.	Ticket sales occur before each concert. Advance ticket sales may be a possibility.