**BOARD POSITIONS NEEDED TO BE FILLED -**

We are currently looking to fill the following Board position for the 2020-2021  School Year

VP Fundraising -oversees all the fundraising activities and offers assistance to the coordinators when needed.

Recording Secretary - Takes notes/minutes during board meetings.

The board members meet monthly during the school year from 7:30-9:00 PM - normally it’s the 2nd Monday of the month, but things are flexible this year..  The board positions are considered 2 year terms.

**Communications** - NOT A BOARD POSITION, but extremely important. Sends out department-wide correspondence via Mail Chimp. The person in this role DOES NOT WRITE the emails; this info is forwarded from Co-Presidents and/or the Music Teachers.  This position is responsible for doing a quick proofread and checking to make sure all the links are working properly and then utilizing Mailchimp to send out our communication.    This position can easily be done by a working parent as its flexibility allows you to work on your own schedule.  If interested, you will be trained in the position.

**COORDINATOR  POSITIONS NEEDED TO BE FILLED -**

Cabaret Night Co-Coordinators - Going forth we’d like to break the Cabaret Night Coordinator into 2 positions as described below.  They will have some overlap with one another.

Logistics Coordinator - Main point of contact with Meadow Wood Manor.  Works together with them to confirm date, contract, menu, finalized numbers and any other logistical details.  Collects and acknowledges RSVP’s.

Creative Coordinator- Responsible for forming tables based on attendees requests.  Responsible for seating chart and table layout in the main dining room.  Overseas decoration of the main dining room for the event.

Both of these coordinators will assist one another, as needed.  Additionally there is  A LOT of support provided by the Music Boosters Board and the Music Teachers.

Cabaret Night Silent Auction Shadows - Tricia Elgarten (Procurement) and Heather Ronco (Baskets) will continue their roles as Silent Auction Coordinators but need someone to shadow them this  year to take over in 2021-2022. Brief descriptions of the positions are below:

Procurement Coordinator - Responsible for procuring donations from local businesses and music families.  We have many businesses who have donated annually and are usually happy to help out.  Since things may be more difficult for some businesses this upcoming year we may have to get more creative with who we approach.  This position also keeps a list of donors - both businesses and families, creates bid sheets for the auction, and creates the silent auction insert for the Cabaret Night Program.

Basket Coordinator - Collects and consolidates all basket donations. Comes up with new basket ideas based on donations.  Organizes and wraps baskets in a creative manner.  Responsible for deciding how things will be displayed during the auction.   Also helps with procurement.  -- This is a great position for a creative / crafty person!

*The Procurement and Basket Coordinator will have a lot of overlap and work closely with one another.*

Cabaret Night 50/50 Coordinator - Responsible for running the 50/50 Raffle at Cabaret Night.  Works with the board to make sure our gambling license is current and up to date.  Monitors ticket supplies and volunteers who sell the raffles tickets during the event.  Works together with the treasurer.

If you are interested or have questions about any of the positions mentioned above please reach out to Tricia Elgarten [Tricia.Elgarten@gmai.com](mailto:Tricia.Elgarten@gmai.com" \t "_blank) or Melissa Young [vivnmax@gmail.com](mailto:vivnmax@gmail.com)