

## Job Description for WMS Band POPS Representatives

Support Mr. Adams and check in monthly to see if you can be supportive in any way.

Attend all concerts at WMS if possible and perform the following tasks:

Purchase (or assign someone to purchase) flowers (~\$15) for Mr. Adams to be given at the close of each concert/performance. Assign a student to give the flowers. Turn in receipt for reimbursement to treasurer.

Set up POPS display table in front of the doors.

- Accept donations. Count the money after the concert, have another POPS member witness and sign-off with you. Turn donations into POPS Treasurer
- Sell Magnets

Hand out programs

Take photos and/or video and send to our POPS  
Publicity Coordinator

Chaperone or attend the following concerts if able:

Concert Band -State House Holiday Concert

Jazz - Kiwani's February Concert

Jazz – Fanuial Hall Spring Concert

Coordinate with the WHS POPS Rep before Step-Up Concerts.

Help with the POPS table and programs

Offer to get supplies for after-concert parties (usually a Pizza party for Concert Step-up) Help serve and clean-up

### Other Responsibilities:

Help Mr. Adams coordinate a party if he chooses to have one. Create a sign-up for food, drinks, paper goods and recruit 1-2 adults to help ( Dr. K may have his students as well. Coordinate with his POPS rep, Mr. Adams or Dr. K)

Save newspaper articles and send any photos/videos to Mr. Adams

Attend the four meetings of the POPS Board of Directors and POPS Social Events as you are able

Keep an electronic or paper record of what you did, so you can pass it on to the next POPS Rep.