

Job Description for POPS Representatives

****Support the PA staff member you are assigned to!! Check in at least monthly to see if you can be supportive in any way.**

1. Parent communication: Support your faculty member by being a conduit of information to parents. At the beginning of the school year obtain a roster of parents' emails from your teacher and create an email group for the purpose of communicating POPS events, meetings, fundraisers, acquisition of volunteers, attire and any teacher communication that they would like their POPS rep to disseminate. Share email group with secretary to be added to the POPS gmail account.

2. Front of House management during events: Connect with Allison Madden at the PA Office regarding tickets if necessary, get volunteers, arrange for concessions, supervise venue, etc.

3. Liaison to POPS PR: Obtain information from the teacher about specifics of the event (i.e. specific music pieces that will be played, etc) and

send this information to Sue Kinney, POPS Publicity Chair for FB and newspapers. Contact Addie Doherty (assistant to superintendent of WPS's) with any information about an event to get it into the various school PTO email blasts (generally go out weekly). Addie will review and submit to the schools for us. Her contact information:

Contact name: Addie Doherty (assistant to superintendent, WPS's)
Email: dohertya@wellesleyps.org
Preferred format: PDF, WORD is ok
Deadline: Wednesday
Additional: Flyers cannot have business sponsorships on them.

5. Get Key Club (High School volunteer group who provide community support) volunteers to collect donations for POPS and/or handout programs and help with concessions.

6. Purchase (or assign someone to purchase) flowers (~\$15) for 'your' staff member to be given at the close of each concert/performance. Assign a student to give the flowers to faculty member at the end of show. Turn in receipt for reimbursement to treasurer.

7. Reimbursements from POPS and email protocol for money spent: have all your volunteers who have receipts submit them via email to yourself (the rep) and the POPS treasurer at WellesleyPOPSTreasurer@gmail.com. If there is more than one receipt please try to send them together. Subject line of email should read “school, department, production or activity” (ie WHS, choral, Acatober concert) The treasurer will reimburse receipts 1-2x/month. If this is a financial hardship then please let the treasurer know before making any purchase.

6. Identify with the help of the Faculty any students with financial need and make sure they get any financial support they need from POPS.

7. Review POPS Grant procedures with your faculty member and be an advocate and support if your teacher applies for a grant.

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

9. Attend the four meetings of the POPS Board of Directors and POPS Social events as you are able.