

Job Description for POPS Representatives

Being a POPS rep is a wonderful way to support your child's performing arts teachers and to connect with other performing arts parents. Here is an outline of what most POPS rep job responsibilities include.

Check in with your teacher 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. Send any informational emails to our POPS secretary and ask her to email your parents via our POPS gmail account.
2. Front of House management during events: Connect with Joanne Wheeler at the PA Office regarding tickets if necessary, get volunteers, arrange for concessions, supervise venue, etc.
3. Liaison to POPS PR: Work POPS Publicity Chairs for Print and Social Media (see POPS Board Contact List (www.wellesleypops.org) on getting the word out about concerts and events for your teacher.
4. Contact Addie Doherty (assistant to superintendent of WPS) with any information about an event to get it into the various school PTSO email blasts. Addie will review and submit to the schools for us. Contact information: Addie Doherty, dohertya@wellesleyps.org
Preferred format: PDF, WORD is ok
Deadline is 2 weeks in advance.
Flyers cannot have business sponsorships on them.
5. Get Key Club (High School volunteer group who provide community support) volunteers to handout programs and help with concessions as needed.
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 the POPS treasurer (wellesleypopstreasurer@gmail.com).
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.