

Board member at large responsibilities to be assigned

Membership – work with Beverly on maintaining all members' information. Share the updated information with Mike Brady for the Website.

Advertising for concerts- The program cover and postcard design and the Paper Net ad ALL look the same. That design comes from Terry and the President and is approved by Craig. Send program ad cover to Mike Brady for Website.

Send Margie the ad 6 weeks prior to the concert. This includes a write up from Craig. Also, for mailing, make sure Margie Sandgren has all the updated emails to send out advertising 6 weeks prior to the concert. Make sure that you are using the updated patron list from Donna. Margie sends ad to MCA 1 month prior to concert.

Send ad to EVVNT.com (Star Banner)

Send ad to Aaron for FB and Harmonie for Instagram.

Send out advertising with write up to Ocala Magazine before the 15th of the month prior to a concert. Coordinate sending out ads to tv channels and radio stations 4 to 6 weeks prior to a concert.

In Publisher make the postcards from the approved concert design. Make sure that the postcards are printed and sent out 6 weeks prior to the concert. Use the updated Patron mailing list from Donna.

Give Marcia any updated community business sponsor cards and information for her to put on the slideshow at the concert. When you get the thumb drive, give it to the concert coordinator.

Concert Coordinator –

Fill out form to schedule police officers for concert and send to Police department.

Work with Kenion and his team to make sure the sound and equipment team are ready for setup for the dress rehearsals and tear down after the concerts.

Give thumb drive from Marcia to Cindy or the Tech guy at the school upon arrival at Saturdays concert.

Contact Dianna Reed about the concert dates and coordinate with her on any volunteers needed to pass out programs and greet people at the concerts. Also, for the pink buckets.

Contact Ralph Juliano about recording the concert.

Assist the treasurer in counting the monies received from the pink buckets.

Website/gmail assistant-

Monitor website and gmail account. This should be done by every member of the board.
Contact Mike Brady with any problems or corrections.

CD Duplicator – Brittany will assume this responsibility.

Receive recording from Ralph after a concert and copy them to a blank CD to sell to the band members ONLY for \$5. Operate duplicating machine. When purchasing blank CD's and covers use the CD money. Keep \$80 for Ralph. Maintain CD file of all concerts.

Historian – Noel will assume this responsibility.

Maintain a copy of all our programs and write-ups and information about the band. This can include pictures.