

MYS Parent/Alumni Advisory Council Job Description



Purpose: The Parent/alumni Advisory Council (PAC) adheres to the policies and mission of MYS, provides valuable feedback to the board of directors, administrative and artistic staff and supports the programs of activities engaged in by MYS students and is vital for the success of MYS>

Membership: MYS parents, past and present, and alumni are invited to join the PAC. PAC membership should attempt to include representation of parents from all of the MYS orchestras.

The nominating committee of the board of directors, executive director and PAC liaison will solicit and screen candidates for the PAC. Postings are also placed in the MYS newsletter. The board of directors appoints PAC members at the annual meeting in October. Cheryl Sletten, volunteer coordinator, is also a member of the PAC. The PAC liaison will attend any meetings of the PAC and maintain appropriate lines of communication between that group and the board of directors. The term of PAC members shall expire at the end of the regular season. There is no limit to the number of terms a PAC member may serve but members must be re-appointed by the board each season.

Specific Duties:

1. Members serve as ambassadors of MYS to the general MYS population and the greater community.
2. When requested, members serve as a resource to the Board of Directors for input and evaluation of policy changes, tuition and ticket price increases, and student fundraising activities.
3. Members participate in the planning and coordination of social programs for MYS students, including the planning and execution of the annual year-end party and the senior reception.
4. Members provide support for special events to include: Music & Melody Makers, MN Orchestra sectionals, orchestra exchanges and tours and other activities as directed by the executive director or volunteer coordinator.
5. Members will assist with alumni events and developing programs to foster alumni support and long-term relationship with MYS.
6. Members may be asked to help with special fund raising projects to include, but not limited to: annual wreath sales, galas, or other events as directed by the MYS board of directors.

Meetings: Meetings of the PAC will be called as needed by the executive director or the PAC liaison. Meetings will be held during the time period of Saturday rehearsals. Email will be the most common method of communication. Please check your email on a regular basis. PAC members are welcome to attend the monthly board meetings, but it is not a requirement. A calendar of MYS events that require assistance will be forwarded to

all PAC members. Details for each event will be emailed to you.

Expectations of MYS Volunteers:

- Treat all MYS students, parents and staff with respect and dignity.
- Do not physically or verbally harass a student.
- Be the eyes and ears of MYS.
Please help enforce the expectations we have set for participants. Do not hesitate to call participants on any inappropriate or unsafe behavior. Be firm, fair and consistent in all dealings with students. Address the problem without attacking the person. If you call a participant on any inappropriate or unsafe behavior, identify the student and report it to the operations manager or the conductor.
- Be a positive role model for all participants. Show your enthusiasm for the scheduled activities. Your attitude can have a dramatic impact on the overall tone of the program.
- Do not smoke, use alcohol or any controlled substance when MYS students are present. Do not use vulgar language when MYS students are present.
- If appropriate, help students interact with one another by encouraging participants to mix and mingle with each other.
- Maintain confidentiality at all levels, including among fellow volunteers, with students and within the community.
- Be available to help the operations manager or artistic staff when needed or as assigned.
- Do not undermine your credibility with all students or parents by providing your own child special treatment outside the organization's policies and procedures.
- Report any injuries to the operations manager.
- Volunteers should wear their nametag at all times.
- Review the annual handbook so you are aware of the guidelines and policies for members of MYS.

What MYS Volunteers should expect from Minnesota Youth Symphonies:

- To be treated with dignity and respect as a co-worker, not just free help.
- To be given an assignment that takes into account personal preference, temperament, like experience, education and knowledge.
- To receive sound guidance and direction from experienced staff.
- A place to volunteer that is a designated space conducive to the work to be performed.
- To be heard and have the opportunity to be a part of the planning and to share and welcome ideas.