

MYS Parent Advisory Committee Job Description



Purpose: The Parent Advisory Committee (PAC) adheres to the policies and mission of MYS, provides valuable feedback to the board of directors, administrative and artistic staff and supports the activities engaged in by MYS students and is vital for the success of MYS. In the 2017-2018 season, this committee will provide valuable help as the organization implements a new strategic plan. The PAC will be tasked with helping MYS address strategic plan directives related specifically to parent engagement and student leadership, education, and access to MYS.

Membership: MYS parents, past and present, are invited to join the PAC. PAC membership should attempt to include representation of parents from all of the MYS orchestras. The executive director and the MYS board members solicit PAC members. There is at least one representative from the board of directors on the PAC who reports regularly to the board of directors about PAC activities. The board of directors receives a list of PAC names for approval each year. The term of PAC members shall expire at the end of the regular season.

Specific Duties:

1. Members act as ambassadors of MYS to the general MYS population and the greater community.
2. *Members play a vital role in advising MYS on opportunities for greater parent engagement in MYS.*
3. *Members provide input into potential student leadership and education offerings in the future.*
4. *Members provide input into how MYS might help to remove barriers to accessing our programs.*
5. Members participate in the planning and coordination of social programs for MYS students.
6. Members provide support for special programs and fundraising events to include: Music & Melody Makers, MN Orchestra sectionals, Play-a-thon and other events as needed.
7. Members provide a resource to the Board of Directors for input and evaluation of policy changes, tuition and ticket price increases, and student fundraising activities.

Meetings: Meeting schedule is below. Meetings are held Saturdays during rehearsals at 10 am. Location will either be at Highland or at the MYS office.

September 23rd
October 21
November 18
January 20
February 17
March 17
April 21

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.

651-699-5811 • afirmstahl@mnyouthsymphonies.org

MYS Parent Advisory Committee Application

Date: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Prefer phone calls at: Work Home Cell

Preferred email address: _____

Student name: _____

Orchestra FY 18: _____

Occupation: _____

Prior experience participating in music: _____

Please check areas of experience that apply to you:

- | | |
|---|---|
| <input type="checkbox"/> Prior non-profit board experience | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Management | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Education | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Special Events/Conference Planning | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Youth Development Experience | <input type="checkbox"/> Other _____ |

Please tell us a little about yourself and why you would like to serve on the Parent Advisory Committee.
Please feel free to attach a resume or additional information. Use the reverse side if you need more space.

***REFERENCES:** Please list three people (non relative) who know you well and can attest to your character, skills and dependability. Include your current or last employer.

Name/Organization	Relationship to You	Phone	Length of relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please return your application to Amelia Firnstahl. You may email it to: afirnstahl@mnyouthsymphonies.org, or drop it off at rehearsal. *Thank you.*