

RSDMF Board Positions – 2019-2020

Valhalla High School Instrumental Music Program

A brief overview of the positions, Board and non-Board that are needed to run RSDMF, a non-profit C(3). Chairpersons and Parent Leads are equally instrumental to the group, just do not have voting ability.

For consideration, go to www.valhallamusic.org and click on the SignUpGenius link to sign up:



Nominations are voted on by all parents at the May Parent meeting on Wednesday, 5/1/19

Feel free to contact the current person of the position you are interested in for more details and information.

All Positions

- Attend the monthly Board and Parent meetings, usually the first Wednesday of the month.
- Parent Meetings always immediately follow the Board meetings.
- A Board member is required to be present at events where money is exchanged. I.e.: selling tickets.
- A Board member may lead an activity or task, it's always a group effort, pulling in other Board members or music parent volunteers as needed.
- Attendance at events is not required unless directly involved in the event. I.e.: chaperoning etc.
- Bring eager involvement, excitement, and your thoughts and ideas to the group.

Secretary (Current: Dinah Abuyen)

The Secretary records the activities discussed at the Board and Parent meetings as meeting minutes. Places the information in a document and sends it out to the Board members prior to the next meeting. Keeps insurance and registration records current. Dinah has also spearheaded the uniform cleaning and alterations for marching band as well as fitting and ordering concert attire. Assists in fundraising task.

Treasurer (Current: Heather Workman)

The treasurer documents and manages incoming contributions and outgoing expenses using QuickBooks. RSDMF maintains accounts for the General Fund, Drumline, and Color Guard. Prepares monthly activity reports to the Board for planning purposes. Issues checks to reimburse expenses. Mails thank you letters when donations come in. Prior accounting experience is helpful but not necessary.

Vice-President (Current: Gene Whatley)

The Vice-President duties are split with the President when determining direction, fundraising, organization delegation. In the event the President is unavailable, the VP will assume the duties. Assists in fundraising task.

President (Current: Steve Wilson)

The President provides the planning and direction of RSDMF along with coordinating activities, Board and parent meetings. Maintains a plan for providing maximum funds to the VHS Music Programs. Delegation of tasks to Board members and is the main point of contact to the Music Director and outside organizations.

Parent at Large (2) (Current: Cheryl Gates and Morgan Whitcotten Suarez)

The POC's provide have no defined duties but are assigned as-needed support to the RSDMF organization. May be asked to help fundraising, coordinate events, manage uniforms, volunteer coordination or any other task needed by the Board.

PMAG Representative – Parent Music Advocacy Group (Current: Kathy Bassler)

The PMAG rep attends a once a month meeting with other GUHSD Music Department reps and reports the minutes at the RSDMF Board meeting. The PMAG rep also spearheads the District Field Show pre-sales and concession booth. This event brings in a substantial amount of money for the music program.

PMAG is made up of a music department representative from each GUHSD school and meets once per month during the school year. PMAG raises funds by running the District Field Show in the Fall and distributes these funds throughout the year by holding festivals and clinics for all music students in the district. Reps also Fundraising and process improvement is also discussed.

Communications Chair (Current: Steve Wilson)

The Communications Chair is responsible for creating flyers, sending out email and text notifications for fundraisers, event announcements, and requesting volunteers and concessions. Will utilize Constant Contact for emails, Remind for text messages, Facebook for social media and SignUpGenius for volunteers. Also, will be responsible for maintaining the www.valhallamusic.org website. Training on these tools will be provided.

Hospitality Chair (Current: Angel Carter)

The Hospitality Chair coordinates and executes snacks, drinks and concessions at the winter, spring, pops concerts. If other events needing concessions, the Hospitality Chair executes it.

Fundraising Chair (Current: TBD)

The Fundraising Chair is responsible for heading up fundraising activities. Focus on contacting local and national companies for donation support of our events. Maintains a list of companies and contacts.

Drumline and Color Guard Parent Lead (Current: Heather Workman and Linda Guidino)

A parent to assist the Drumline Coach and the Color Guard Coach with fundraising activities specific to each group. Coordinate event snacks and drinks and attends events. Attends Board and Parent meetings monthly.