



Vice President of the Community (VPC)

The Vice President of the Community is responsible for recording “who’s who” in the Community and for efforts to recruit new members, alumni, and individual donors to the Foundation.

Specific Duties of the Vice President of the Community

- In conjunction with the Middle School Team, coordinates outreach efforts to Middle School staff, parents, and students. Provides education and materials supporting the mission of the IBCF.
- With the help of the Middle School Team, assists the Band Director in coordinating music education efforts at Ironwood and the Band Community Schools.
- Seeks out individuals and businesses in the local area able to help the Foundation carry out its mission (e.g. music educators, suppliers, providers of resources useful to the bands etc.) Forwards this contact information to the appropriate leader or team (e.g. Vice President of Development, VP of Communications, Logistics Team leader etc.)
- Maintains the Membership List of the Band Community by:
 - In conjunction with the Treasurer and Donor Coordinator, record who has paid dues and for what duration.
 - Maintain current contact information (name, address, phone, email etc.)
- Collects and maintains the contact information for past, present, and potential future members of the IBCF.
- Maintains by:
 - Receiving annual dues from members
 - Oversees the collection of annual dues for members and updates the membership list, records who is current in their dues and who has voting rights.