

## **BBCO COMMITTEE DUTIES**

### **Membership-Personnel – Chair: James Brown**

Need one person from each section (Violins I; Violins II; Violas; Cellos & Basses; Woodwinds; Horns & Trumpets; Trombones, Tuba, Percussion, Harp, Piano)  
Oversee membership issues: personnel recruitment, transportation, dress, etc.  
Attend to database, attendance, seating placements.  
Prepare personnel list for programs and obtain conductor and soloist bios.  
Make announcements at rehearsals and by email.

### **Finance – Chair: Amanda Adams**

Assist in preparation of Annual Projected Budget prior to first rehearsal of season.  
Advise the BBCO Board on financial matters.  
Assist Treasurer in collecting Financial Commitments from orchestra members.

### **Events /Fundraising – Chair: Mary Earnhart**

Plan events and raise operating funds.

### **Music Library – Chair: Chelsea Blomberg**

Assist the committee chair with music distribution and issues.  
Prepare program page and program notes for concert program booklet.

### **Public Relations – Chair: Cheryl Boldt**

Develop & implement a public relations plan and coordinate any causes chosen by the board.  
Develop and distribute flyers and brochures.  
Notify media, schools, websites, public service announcers, radio, TV, other music groups, retirement homes, etc. of BBCO events.  
Oversee BBCO Website.  
Photograph BBCO events.  
Maintain TCC Bulletin Board (outside of rehearsal room).

### **Production – Chair: Chuck Guerero**

Oversee set-up/break-down of rehearsal and performance facilities: unlock/lock, lights, A/C, bathrooms, etc.  
Coordinate with concert halls for equipment needed: insurance, chairs, stands, podium, percussion, piano, orch. shell, stage decorations, etc.  
Ensure acquisition of security services for concerts  
Ensure acquisition of ushers for concerts.  
Ensure flowers are provided for soloists.  
Help with concert program production – folding, stapling programs, and distribution.

### **Educational Outreach – Chair: Karalee Poschman**

Coordinate the Young Artist Competition.  
Develop annual out-reach plan and establish a school contact list.  
Work with Public Relations committee in out-reach activities.