

# Communication

## Cedarcrest Band Boosters Chair

### Position Description

Lead role in coordinating band related communication. The primary focus is to provide clear channels for band families to access and receive information related to band activities. Must coordinate with the Board and the Director. Additional volunteers may be recruited as needed.

### Requirements

The following list provides the general expectation for this position:

- Coordinate with Director and Board
- Monitor school district and community for important information/dates
- Provide content to school and community to promote the band's activities
- Maintain CBB website (layout and content)
- Send Remind messages as needed
- Administer Facebook account, post content as needed

### Timeframe

Responsibilities for this role begin in August and continue through June.

### Additional Information and Resources

Current communication tools are Remind, CBB website, and Facebook. Remind is the primary method for sharing messages. The website is the main location for information. Facebook is used to support Remind messages and to communicate generally with families.

Sensitivity to student privacy and copyright infringement must be considered when posting content.

Contact the Director or Board with any questions or concerns.