

FLAME Parent Committee Assignment Descriptions

General

1) Classroom Assistant: Goal: To assist the instructor as needed; to enforce behavioral standards according to FLAME policy; to ensure that the classroom is cleaned to the standards of the building policy. For Choir Classroom Assistants, to also assist in dress rehearsal week and Prelude performances. Weekly, during class time for 20 weeks and additional time if needed.

2) On-call Classroom Assistant Substitute: Goal: To provide back-up personnel to serve as Classroom Assistant in the event the appointed Classroom Assistant cannot be at FLAME due to illness, death in family, etc. This person would need to commit to being available to substitute on assigned Fridays.

3) Fund Raising Committee: Goal: To conduct and monitor appropriate fundraisers that will meet the financial needs of FLAME and to provide the PAC with a comprehensive report of the results two weeks following the completion of each fundraiser. Ongoing throughout the year with various fundraisers divided among committee members.

4) Publicity Committee: Goal: To inform the community of FLAME productions in whatever media they deem suitable and appropriate. To design, reproduce, and distribute posters and invitations for the use of FLAME families. To design, reproduce, and deliver programs for FLAME performances.

5) Facility Cleaning Committee: Goal: To restore host facility back to its original order after FLAME classes. Involves restoring furniture to original order, cleaning any glass doors, vacuuming and light cleaning, making sure the bathrooms are clean, i.e., toilets flushed, floors picked-up of paper products and counters wiped. Weekly rotation with others on the committee.

6) Photography Committee: Goal: To ensure that candid and group photographs of each class are taken and made available to interested families. Also, creates a slide show for Spring performances.

7) FLAME Weekly Email Coordinator: Goal: To gather and disseminate information regarding classes, calendar dates, and any other pertinent information to FLAME families weekly and/or as needed. This position may work from home.

Production

1) Costumes, Props & Set Committee: Goal: To create and gather appropriate costumes, settings and props for productions, keeping costs as minimal as possible without compromising quality. Coordinates with Choir Director, Drama Director and PAC treasurer. The PAC MUST approve ALL expenses BEFORE items are purchased to ensure reimbursement.

2) Drama Director: Goal: To assist Choir Directors and perform duties required for a successful performance, including coordinating plans, helping run auditions, meeting to discuss casting, blocking scenes, and running drama rehearsals starting in January. Attend classes as needed, especially closer to the performance and run afternoon drama rehearsals. High school drama director goes on Tour.

3) Choreographer: Goal: To assist Choir Directors and perform duties required for a successful performance, including choreographing dances and running dance rehearsals. Choreographer will attend as needed to teach and rehearse full-choir choreography; starting in January the choreographer will also teach dance team choreography during afternoon rehearsals or at another pre-arranged time.

4) Audition Committee: Goal: To provide assistance and input to Choir Directors in the selection of soloists, dancers, and actors from varied disciplines (song, drama, dance, etc.). Expertise in a given discipline is helpful, but not required. Whenever possible, auditions will be held for all disciplines on the same date.

5) Tour Committee: Goal: To assist in planning and executing the High School Choir Tour at the end of FLAME year. Coordinates with HS Choir director and PAC treasurer. Time Commitment: Varies according to duties on the committee.

6) Art Show Committee: Goal: To assist the art instructors in setting up for the Mid-Year and Spring Art shows and to help take art displays down after the show.

7) Reception Set-up/Clean-up Committee: Goal: To arrange and set-up reception after Mid-Year shows and ensure location back to its original state.

8) T-shirt Committee: Goal: To take orders for FLAME t-shirts needed for concert performances, pick up order and distribute to students, and collect money. Coordinates with PAC treasurer.