

# Chairperson

To ensure that the band is run in accordance with the band constitution

To ensure that band committees function correctly and meet regularly

To ensure that an AGM is held at least once a year

To chair main committee meetings, extraordinary general meetings and the AGM or arrange for a deputy to be available.

To coordinate activities and decision making of main committee members

To carry out administrator duties as required by the constitution

To represent the band at external functions

### Secretary

To take, write up, print and distribute minutes of main committee meetings

To ensure venue is booked for meetings

To deal with all correspondence arising from meetings etc. and general correspondence

To ensure practice venues available and arrange alternatives if necessary

To keep copies of minutes and correspondence from sub-committees

To keep on file at least one copy of all newsletters, concert programmes, posters, information sheets

To keep a file of useful information on products and services relating to the Band

To keep a record of names and telephone numbers of everyone who contacts the secretary

To check and correct if necessary, entries for local publications.

To arrange and take minutes at AGM, giving enough notice in press, issue agendas and running order, ensure all amendments to constitution are done properly, print out amended constitutions and distribute to committee members.

To keep instruments records on file

To keep signed consent forms from players wishing to use band instruments.

To keep accurate records of all members

To keep a contact list, in case of emergency

To maintain contact details, of all band members

To make sure all band letters, forms etc are given out to all registered members

To handle enquiries from potential new members

To keep the waiting list and communicate with Conductor and section leader of starting dates of new members.

To send out welcome email and membership forms to all new members; and ensure they are returned.

To contact members who have not attended for several weeks and retrieve instruments if necessary.

### **Treasurer**

To keep accurate accounts and records

To prepare monthly balance accounts

To prepare annual accounts for auditing purposes

To prepare and present budgets for new or ongoing work and advise on financial implications

Present revised financial forecasts based on actual spending

To maintain records of all band members in order to collect and monitor band subscriptions.

To manage the band bank account and be aware of all charges

#### **Burton Concert Band Roles**



To keep account of all monies raised and bank that required

To monitor and pay all invoices

To pay out expenses

To make sure all deposits and hire charges are paid on due dates

To communicate with the  $2^{\text{nd}}$  signatory on the bank account regarding payment requirements

To run the 'Hallmaster' account at our main rehearsal venue, liaise with staff and respond to email communications. Ensure that all rehearsals are booked as agreed by the Committee. To book venue for meetings.

To ensure alternative practice venues are available and booked if required.

To purchase music for the band as agreed by the Conductor and Committee

To raise funds for the band via the Easy Fundraising platform, communicate with members, enlist new ones, and manage all information and payments

Ensure good practise is maintained by all who handle Burton Concert Band money maintaining proper records and documentation

Keep accurate records of all financial assets of the band. To keep a list of all those playing on band instruments

To purchase Public Liability Insurance for the band

To respond to all email communications and enquiries regarding band finance

To report to the band Committee

#### **Events Co-ordinator**

To handle enquires about bookings

To bring possible bookings to main committee meetings and ensure there will be sufficient players to take booking.

To send out booking forms and confirmation sheets.

To communicate with organisations booking the band concerning parking, chairs, access etc To make sure bookings and arrangements are communicated to band secretary so that a communication can go out to band members if required.

#### **Marketing Team**

To support the opportunities to publicise the band and its activities

To support with the publications of band events and engagements

To produce marketing for concerts including posters and programmes

To report to main committee meetings

## **Safeguarding Team**

To safeguard and promote the welfare of children and young people under the age of 18. To safeguard and promote the welfare of vulnerable adults at risk from abuse or neglect. To support all members of the band to behave with due consideration for the safety and well-being of every band member and anyone associated with the band in any paid or voluntary capacity.

To support the Designated Safeguarding Lead, the Band Leader and the Burton Concert Band Committee in their oversight of the policy and procedures to keep band members safe from harm.



# **Social Secretary and Social Media Rep**

To arrange social meetings at least twice a year. This includes:

- Finding a venue
- Arranging food/meal
- Arranging some form of entertainment/activity
- To liaise with the treasurer to allocate funds if needed (See tea and coffee section)

To manage the social media platforms for the band. This includes:

- Facebook
- Instagram
- This includes sharing pictures and videos of the band, updating the platforms with information about upcoming concerts or events, and replying and dealing with messages that come through either platform

Manages the tea and coffee for the breaks at rehearsal. This includes:

- Ensuring there is enough tea, coffee, etc for rehearsals
- Bringing milk to every rehearsal
- Looking after the money received for this
- Arranging the appropriate spending of the money in regards to charities/social events
- Arranging floats for raffles/tickets if requested.

## **Website Administrator**

# TicketSource Admin

- maintains TicketSource storefront
- adds and updates events as requested by committee
- prints front of house sales report as requested by committee

#### Website Admin

- maintains website
- adds concert dates, info, posters, quotes, programmes, bio's as confirmed by committee
- moves completed concerts from upcoming events to history page when completed
- adds a selection of images from the band Facebook page
- adds concert samples to video section as instructed by committee/MD/YouTube admin
- edits and uploads videos to band YouTube.
- any full recordings must be unlisted videos
- ~60s concert sample videos can be public

#### Historian

- maintains the master copy of the band history pictures and videos
- prepares memory sticks of band history on request of the committee

### Email address admin

- creates email addresses for committee role use and distribute on instruction of the committee



#### Librarian

Primary role is to manage and maintain the band's music library, ensuring that music materials are readily available, organized, and in good condition for performances and rehearsals. This includes tasks like acquiring new music, cataloguing and organizing scores and parts, preparing music for performances, and assisting musicians with locating specific pieces.

# **Band Representatives**

To represent the band members at Committee meetings and specified meetings.

To assist the committee with communications with the players in your band.

To get feedback from the players in your band to report back to the appropriate meeting

#### Conductor

To uphold the aims and objectives of the band as specified in the band constitution To provide leadership and direction for band members

To establish the musical direction of the band

To conduct band groups or arrange for others to conduct

To encourage band members to develop the full range of their musical abilities

To liaise with section leaders and other committee members

To attend and report to band committee meetings

To purchase music as agreed with the band committee

To make recommendations for improving the band and its assets

To purchase new music in consultation with the treasurer and the band committee

To work with the committee on designing the musical contents for concerts.

# **Section Leaders**

A band section leader's role is to guide and support their section members, ensuring a high standard of performance. They are responsible for leading sectionals, encouraging individual practice, helping members learn their parts and musical concepts and agreeing on new members of the section with the conductor. They also play a role in maintaining discipline, resolving conflicts, and fostering a positive and cooperative atmosphere within the section as per the constitution.

#### **Band Leader**

The band leader plays a crucial role in both performance and leadership. They are responsible for setting the standard of musicianship, leading the ensemble in tuning, and often playing solos. They also serve as a bridge between the conductor and the musicians, ensuring everyone is aligned musically and maintaining a positive atmosphere.