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

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 2nd 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

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.