

Cairns Municipal Band Inc

Proposed Position Descriptions and Responsibilities

Executive Committee Members

President

- Provide leadership of the organisation
- Promote Committee involvement
- Communicate with committee members on all committee matters
- Chair Committee Meetings or nominate others to chair meeting
- Delegate tasks, duties and activities as required
- Update current Business Plan periodically with assistance of committee members
- Review financial status in cooperation with Treasurer and communicate to committee members

Vice President

- Provides support to President
- Stands in when President is unavailable
- Liaise with President on committee matters

Secretary

- Prepare Agenda & Distribute to all Committee members
- Record Minutes - Collate for formal records and distribute copies to all Committee members
- Publicise Meeting through Membership
- Prepare Agenda for Meeting (as directed by committee)
- Arrange for Reports to be presented
- Record Minutes – Collate for formal records and publicise to all members.
- Receive Inwards Mail via hand, Australia Post, email and fax
- Prepare and distribute outwards mail as required
- Record and make available all correspondence for Meetings
- Prepare for annual general meeting
 - Prepare Nomination Forms for incoming Committee
 - Advise kindred organizations of newly elected Administration

Treasure

- Maintain financial records and report to committee
- Receive moneys from members and clients
- Pay debtors
- Provide receipts for payments made
- Prepare and submit tax returns

Subcommittee Members (under the direction of Executive Committee)

Grants and Sponsors Administrator(s)

- Research grant sources available
- Preparation of Grant application in accordance with specific guidelines to include:-
 - Arrange Project identification by Committee
 - Arrange plans and specifications as required,
 - Obtain Quotations as required
 - Arrange for Letters of Support and any other specified documents
 - Lodge completed application together with required supporting documents before closing date
 - After advice of success prepare Tax Invoice and complete Acquittal Agreement for return to Grantor
 - Arrange publicity for source of Grant monies and record proof of such publicity;
 - At end of Project prepare and lodge required Acquittal complete with proof of Project's completion, photos, Certificates of Appreciation, etc.
- Keep committee members informed of all grant applications and details
- Seek sponsorship from appropriate sources
- Communicate with committee members

Advertising and Marketing Coordinator(s)

- Receive initial enquiries re Band/s availability
- Confer with Conductors, Committee and Band members re action
- Liaise with Promoter re Band performance and future potential
- Arrange Publicity where applicable, and any other requirements of Band
- Liaise with Committee and Conductors towards presentation of high standard performances;
- Liaise with Promoters of Event re proposed Date, Time, Venue, Fee, etc.
- Liaise with Conductors for choice of programme,
- Liaise with Venue Management for stage requirements, etc.,
- Liaise with other Ensembles involved with Events;
- Arrange publicity via printed flyers, Direct Mail and email, arranging Media Releases, advice to members to encourage audiences
- Coordinate logistics for events
- Arrange periodical newsletters and other communications
- Make forms readily available for interested members

Events Coordinator(s)

- Coordinate logistics with support from committee members
- Prepare hand-out programmes where applicable,
- Record all receipts and expenses where Revenue to be shared and distribute proceeds to others via coordination with Treasure

Compere Coordinator

- Liaise with Band Leaders for choice of program
- Research information of items selected
- Collate performance order to achieve good rapport with audience
- Deliver presentation to compliment Band's performance
- Identify and mentor appropriate comperes for each band

Assets Management Coordinator

- Monitor recording of new instrument purchases into Instruments Register
- Correspondence to Members as required re loaned instruments
- Periodically inspect instruments and arrange service and repairs
- Maintain assets register and provide to Records Coordinator
- Monitor Local Authority Requirements
- Monitor and initiate Repairs & Maintenance
- Arrange cleaning
- Manage keys
- Ensure building and facilities comply with health and safety regulations
- Update records re Land and Building progressively
- Prepare legal Contract Documents applicable to individual requirements
- Collect rents and fees and liaise with Treasurer

Player Coordinator / Communications Officer

- Communicate with band members for practice schedules etc.
- Email and mail outs for gigs as directed by committee

General Committee Member

- Support other committee members
- Assist with duties and activities as required
- Promote involvement of other members

Webmaster

- Maintain website with current and up to date information
- Archive electronic committee documents
- Provide committee resources via dedicated committee webpage

Band Leader(s)

- Conduct the band or musical group
- Promote musical development of members
- Select and prepare appropriate musical programs
- Communicate with committee members
- Communicate with Advertising and Marketing Coordinators
- Liaise with Events Coordinators

Supplies Coordinator

- Determine requirements for band refreshments
- Maintain bar stocks and supplies
- Maintains Building consumables

Librarian

- Establish and maintain library records for each band
- Maintain membership records
- Maintain music catalogues and registers
- Maintain historical records
- Liaise with webmaster regarding electronic archiving of band records and documents