

Llandudno Town Band

Committee & Officer Roles and Responsibilities

This document defines the roles and responsibilities of committee and officer positions within the band. Committee members and Officers may hold multiple positions (although this is discouraged). Roles or tasks within the remit of each position may be delegated to individuals, sub-committees or working parties (who needn't be main committee members), however overall responsibility is retained by the delegator. Exceptions to this should be agreed by the committee and minuted. Permanent transfers of responsibility should be reflected in amendment to this document.

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 once a year at the appropriate time
- 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 and officers
- To carry out administrator duties as required by the constitution
- To represent the band at external functions

Musical Director

- To lead the band in concerts, contests, on the promenade and in civic events
- To develop the musical skills of individuals and the band as a whole through advice, guidance and encouragement
- To adhere to the guidance document provided by the band committee
- To develop the skills of those in the training band with the goal of them becoming active members of the senior band
- To provide an annual plan for discussion with the committee and band members giving the musical objectives for the next year and beyond
- To help encourage a friendly, cohesive and positive atmosphere at band rehearsals and engagements
- To abide by the membership policy where applicable

It should be noted that:

- The Musical Director has full authority over all musical matters including:
 - Final say over the band's repertoire and concert programme
 - The make-up of the band
 - Which players are selected to play (and in which position) at specific concerts or contests.
- The Musical Director also retains authority over the training band should this be run by someone else

Bandmaster

- To act as a deputy to the Musical Director where appropriate

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Treasurer

- To attend committee meetings and provide account balance information
- To prepare annual accounts and arrange their audit
- To hold band monies in accounts of appropriate risk as agreed with the committee
- To manage all incoming funds and the payment of expenses

Secretary

- To give notice to committee members / officers / band members of upcoming committee meetings / AGM (or EGM) within the appropriate timeframe
- To circulate agendas and running order for such meetings
- To arrange a venue for committee meetings / AGM
- To take, write up and distribute minutes of main committee meetings
- To retain copies of those minutes
- To retain copies of minutes and correspondence from sub-committees

Engagements Secretary

- To handle enquiries about bookings
- To bring possible bookings to the attention of the committee and/or band
- To check on availability of players for engagements
- To liaise with organisations booking the band regarding logistics e.g. venue, times, parking, chairs, access etc
- To make sure bookings and arrangements are communicated to all participating members

Membership Secretary

- To keep an accurate record of all band members
- To keep a contact list in case of emergency
- To maintain contact details of all band members
- To periodically verify correct contact details are held (at least annually)
- To handle enquiries from potential new members
- To give out registration forms for all new members and ensure they are returned

Contest Secretary

- To register band(s) with appropriate associations
- To register all contesting players with appropriate associations
- To complete and send all entry forms by due dates
- To collect signatures of all contesting players by due dates
- To organise players on contest day, ensuring all have contest cards and be responsible for collecting after contest
- To attend contest draw
- To sign for and be responsible for any trophies won

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Publicity Officer

- To proactively seek opportunities to publicise the band and its activities
- To advertise vacancies when available
- To publicise band events and engagements through local press and other media
- To maintain a list of organisations and contacts for distribution of advertising materials
- To maintain the band's website promoting the band digitally, ensuring the site is up to date with regard to upcoming events, other news and developments

Social Media Officer

- To update the content of the band's social media accounts in a timely manner
- To respond to comments and feedback left by users on social media
- To advise the Committee about any issues of concern arising in its social media accounts

Parents/Supporter Representative

- To represent parents, families and supporters involved with the band at committee meetings
- To help the committee communicate effectively with parents, families and supporters
- To get feedback from other parents/supporters and report at main committee meetings

Librarian

- To maintain the band library
- To ensure proper processes are in place for it's maintenance
- To maintain an inventory of pieces
- To provide music as requested by Musical Director / Bandmaster

Uniform co-ordinator

- To keep up to date uniform records on file
- To retrieve uniforms from past members and ensure their safe storage
- To purchase new uniforms when required as agreed with the committee

Equipment Co-ordinator

- To take care of all equipment owned by the band in liaison with MD/Bandmaster and committee
- To monitor quality of equipment arranging for repairs to be done as required
- To maintain the band equipment inventory
- To liaise with playing members to verify location of instruments at least once a year
- To liaise with the Treasurer regarding auditing and insurance

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Safeguarding Officer

- To act as a point of contact on all Safeguarding issues
- To formulate and maintain band policy on Safeguarding
- To obtain and record DBS checks as required
- To advise on best practice and attend suitable training as required
- To maintain awareness of legislation relating to Safeguarding
- To ensure the band is compliant with Child Performance Regulations

Health and Safety Officer

- To pro-actively ensure that the guidelines of the **Health and Safety policy** are adhered to