

Nailsworth Silver Band Committee Post Descriptions:

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

Musical Director

GENERAL

- To uphold the aims and objectives of the band as specified in the band constitution
- To make sure all halls are left in tidy and clean condition

LEADERSHIP

- To provide leadership and direction for band members
- To establish the musical direction of the band and its constituent groups
- To conduct band groups or arrange for others to conduct
- To encourage band members to develop the full range of their musical abilities

PRACTICES

- To ensure that regular practices take place
- To monitor attendance at practices
- To ensure that practices are conducted in a safe and secure environment
- To ensure that band members are arranged into groups appropriate to their abilities
- To ensure that adequate adult supervision is always provided to all groups

COMMUNICATION

- To arrange and attend regular Musical Director meetings
- To liaise with player representatives and other committee members
- To involve player representatives in Musical Director meetings as appropriate
- To attend and report to band committee meetings

ASSETS

- To purchase music and instruments as agreed with the band committee
- To keep an up-to-date inventory of all assets including instruments and music
- To ensure that all band assets are properly maintained and serviced
- To make recommendations for improving the band and its assets

To purchase new instruments and music in consultation with the treasurer and the band committee
To ensure that new members are provided with band instruments at the earliest opportunity

Assistant Musical Director

GENERAL

To uphold the aims and objectives of the band as specified in the band constitution
Leadership
To provide leadership and direction for band members
To help establish the musical direction of the band and its constituent groups
To conduct band groups and be able to take charge of a band
To support and stand in for a Musical Director as requested
To encourage band members to develop the full range of their musical abilities

COMMUNICATION

To attend Musical Director meetings as requested by Musical Directors
To liaise with player representatives and other committee members

ASSETS

To make recommendations for improving the band and its assets

Treasurer

To keep accurate accounts and records
To prepare monthly balance accounts
To prepare annual accounts for auditing purposes
To collect subscriptions
To keep account of all monies raised
To pay out expenses
To report to the band main committee

Publicity Manager

To proactively seek opportunities to publicise the band and its activities
To publicise band events and engagements through contact with local press and other media
To write regular articles for inclusion in local publications e.g. Stroud News And Journal, Gloucestershire Live, Nailsworth News.
To maintain a list of organisations and contacts for distribution of advertising materials
To report to main committee meetings

Membership Coordinator

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 appropriate Musical Director of starting dates of new members.
To give out registration forms to all new members; and ensure they are returned
To contact members who have not attended for several weeks and retrieve instruments and uniform if necessary

Fundraising Committee Chairperson

To ensure that the fundraising committee is run in accordance with the band constitution
To ensure that fundraising committee functions correctly and meets regularly
To chair fundraising committee meetings or arrange for a deputy to be available
To coordinate activities and decision making of fundraising committee members
To represent the fundraising committee at main committee meetings or arrange for a deputy to be available
To attend regular fundraising committee meetings
To discuss plan and help to organise fundraising events
To liaise with other fundraising committee members
To organise regular fundraising committee meetings on a monthly basis.
To represent the fundraising committee at the main committee meetings.
To work closely with the fundraising Secretary re: production of minutes, posters & tickets correspondence etc.
To co-ordinate fundraising events.
To raise fundraising committee issues/ideas at Main committee meetings and vice versa.
To keep track of important dates i.e. when grants need to be applied for or permits for collections etc.
To be the Lotteries licence holder.
To arrange venues for fund-raising events.
To identify when fundraising committee support is required by the band i.e. Band Concert raffles/refreshments.
To try to persuade other fundraising committee members to do as many of the jobs as possible.

Fundraising Committee Secretary

To take, write up, print and distribute minutes of fundraising committee meetings
To liaise with band secretary to book venues for fundraising events
To deal with all correspondence arising from fundraising committee meetings and activities
To communicate with treasurer to ensure that fundraising revenue is properly accounted for
To keep copies of minutes and correspondence
To deputise for fundraising chairperson at main committee meetings as requested

To arrange production of publicity materials for fundraising events
To liaise with publicity rep regarding advertising in local publications etc
To bring fundraising events and arrangements to the attention of participating members.

Uniform Coordinator

To keep uniform records on file
To purchase new uniform stock
To highlight the need for uniform collection from past members

Secretary

To take, write up, print and distribute minutes of main committee meetings
To book venue 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 book venues other events e.g. workshops
To communicate with treasurer to make sure all deposits and hire charges are paid on due dates.
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 etc.
To keep a file of useful information on products and services relating to Brass Bands
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.

Instrument Coordinator

To keep instruments records on file
To keep signed consent forms from players wishing to use band instruments for events other than Nailsworth Silver Band engagements
To perform an annual online Disclosure and Barring Service (DBS) check on Musical Directors, ideally in September each year

Engagements Secretary

ENGAGEMENTS

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 all participating members.

CONTESTS

To register the band with the 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 ensure all players are available and able to travel to contest venue
To organise players on contest day, ensuring all have registration cards; to be responsible for collecting cards after contest.
To attend draw for contest
To sign for, and be responsible for, any trophies won

Fundraising Committee Member

To attend regular fundraising committee meetings
To discuss plan and help to organise fundraising events
To liaise with other fundraising committee members
To represent the fundraising committee at main committee meetings as requested by the fundraising committee chairperson

Parent/Supporter Representative

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

Player's Representative

To represent within Nailsworth Silver Band at Committee meetings and specified Musical Director's meetings.
To assist the Musical Directors and Secretary with communications with the players in your band.
To give out announcements at each practice.
To get feedback from the players in your band to report back to the appropriate meeting (or Musical Director if urgent).
To assist the Membership Secretary by giving out all band letters, forms etc to all registered members

Welfare Officer

Every brass band with any junior members should appoint a Welfare Officer to advise the band committee on compliance with all the procedures described in this protection policy and to act as a focal point for reporting any concerns. This person will have the primary responsibility to check that

everyone who has significant access to young people within the band is suitable for that role and has been vetted as described above. The person appointed should be identifiable to the junior members of the band and their parents but should have a degree of independence from their activities – for example he or she **should not be the junior co-ordinator or actively teach or conduct the junior band**. The Welfare Officer should undergo the vetting procedure described in Appendix 2 of the Child Protection Policy.