

Greater Victoria Concert Band

Executive Committee Role Description

May 3 2017

In addition to attending monthly executive meetings (held from September to June on the first Wednesday of each month), the duties below represent most of what would be required from each position.

Position	Current Held by	Returning?	Duties of Position
President	Pam Westinghouse	Yes	<ul style="list-style-type: none"> • The president must preside at general meetings and executive meetings and may have a vote • Provide direction to the organization • Ensure positions are filled on the executive and there is coordination and clear communication amongst this committee • Liaise with each band conductor and ensure there is clear communication between the membership and directors • Facilitate the development of a calendar of events for all bands • Ensure there is regular communication with the school district regarding our use of band rooms • Help prepare and track a budget for the year •
Vice- President	Bob Crosby	No	<ul style="list-style-type: none"> • Represent the duties of the president if the president is absent • Handle special projects of the executive when required (e.g. Promote the Thrifty Smile card program) • Review association's insurance policy and ensure that coverages are kept up with the activities of the group • Help prepare and track a budget for the year •
Treasurer	Dawn Waterhouse	Yes	<ul style="list-style-type: none"> • Hold key for mailbox. Check mail periodically (Esquimalt Country Grocer, Box #26) • Maintain general ledger • Hold the GVCB cheque book and bank card. • Receive membership dues and maintain record of payments • Deposit membership dues and other income in bank • Reconcile monthly bank statements with general ledger • Prepare cheques for purchases/reimbursements and conductor fees • Prepare cheques for annual expenses such as insurance • Pay conductors last Wednesday of each month in contracted amounts

			<ul style="list-style-type: none"> • Prepare annual charitable society tax return • Submit Directors listing to CRA • Prepare and submit Treasurer's report to Executive at Executive meetings • Apply for grants on behalf of GVCB, e.g., gaming grant • Help prepare and track a budget for the year •
Secretary	Derek Graham	Yes	<ul style="list-style-type: none"> • Ensure the regular meetings are held and minutes of the meetings are kept • Attend to all correspondence and relay to the executive any pertinent communications • Maintain a membership list of all members and keep this up to date • Keep band document, forms and the GVCB Constitution up to date and make sure these are posted to our website • Inform the B.C. Registry when changes are made to the GVCB Constitution • Provide communications to all band members via email • Help prepare and track a budget for the year •
Publicity Manager	Stephanie Goodale	No	<ul style="list-style-type: none"> • Publicize all events being held by all bands of the GVCB through local media, our website and Facebook page • Work closely with each band manager to ensure accuracy of publications • Help in the development of a calendar of events for the year • Either find and appoint a GVCB member to be the website manager or do this task themselves • Work with each band manager to keep the GVCB website up to date with current information about events etc • Designing posters and/or programs for events • Help prepare and track a budget for the year •
Fundraising Chairperson (there is no position listed in our constitution)			<ul style="list-style-type: none"> • Work with fundraising person from each band to coordinate a fundraising program for the year (e.g. bake sale, draws, donations, etc.) • Assist the treasurer in applications to the Gaming commission for gaming money • Develop a fundraising target for the year • Help prepare and track a budget for the year
Property Manager			<ul style="list-style-type: none"> • Look after GVCB rentals ensuring that equipment is in good condition and returned at

			<p>the end of each performance season</p> <ul style="list-style-type: none"> • A regular annual inspection of equipment should be done and report given to the executive • Work with the executive to find a permanent home for our equipment and music library • Receive authorization from the executive for any instrument repair costs • Evaluate the donation of any equipment to the organization and determine if it should be kept or passed on • Ensure all GVCB equipment and items are stored safely • Ensure all GVCB equipment is moved carefully • Ensure an accurate database of GVCB property is maintained • Help prepare and track a budget for the year •
<p>Band Mangers</p> <ul style="list-style-type: none"> • Senior • Intermediate • Junior • Novice • Big Band 	<p>Leslie Morris Grant Bannister Anne Hale</p>	<p>No Yes Yes</p>	<ul style="list-style-type: none"> • Work with band conductor to develop the performance season • Ensure a rehearsal space is available for each week for their band • Communicate regularly with band members regarding GVCB activities or issues • Work with the Publicity manager in keeping the GVCB website up to date with current information • Deal with any issues amongst members • Work with the other band managers to ensure seamless administration amongst the organization • Help prepare and track a budget for the year •
<p>Librarian</p> <ul style="list-style-type: none"> • Senior band • Intermediate band • Junior band • Big Band 	<p>Allen Specht</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Look after GVCB's library of music by ensuring it is safely stored • Work with the executive to find a permanent home for our music library • Pull all charts that are requested by directors from the library and facilitate distribution to band members • Collect all charts at season's end and ensure they are properly filed away in the library • Maintain an up to date inventory of charts by adding new purchases and removing obsolete or redundant charts • Help prepare and track a budget for the year •