

These Terms of ref or not an exhaustive list and will require refining to meet future circumstances.

Chair

The chair is responsible for managing and guiding committee meetings. Committee meetings are to be held as and when required (as listed in the Rules) or when the chair feels that something needs to be dealt with urgently. The chair is to respond to concerns raised by band members and deal with such concerns as appropriate. The chair is to liaise closely with the MD and assistant MD's and other members of the committee as appropriate about band matters.

MD

The MD is responsible for all aspects of music that the band performs, including musical development of the players. The MD should always conduct him /herself in a manner commensurate with the position. The MD should liaise with the librarian to allow sufficient time for new music to be uploaded so the players may download it.

Dep MD

The Dep MD is responsible for standing in for the MD as and when appropriate. The dep MD should work in harmony with the MD's wishes regarding a particular rehearsal or event.

Secretary

The secretary or an agreed deputy is to minute all committee meetings and once finalised, store them electronically on the DSB webpage for ease of access by members. There is also a google drive specifically for this as a backup for minutes to be stored. The secretary should, where possible, liaise with the committee for all initial requests for bookings regarding costings and timings and then maintain contact with the person making the booking before and after the event, chasing up late payments as necessary.

Treasurer

The Treasurer is responsible for keeping the accounts up to date, payment of bills, as notified by the committee, receipt of incoming monies including subscriptions, also chasing up and debtors. The main accounts should be stored electronically for ease of distribution. There is DSB a google drive specifically

for this. The accounts are to be audited prior to each AGM. If the treasurer becomes aware of something wrong with the accounts (i.e. funds running low, monies not being received from events) they should make the chair aware to agree a plan of action. If there are monies to be counted after an event, where possible, it should be counted away from the audience and it should be counted by two people. If it's not possible to count on the day then a lockable box is available, one person should take the cash and another to take the key until such time as it can be counted by two independent people.

The treasurer or deputy should liaise with and pay any Dep players regarding any fees that have been agreed.

Property & Membership

The Property & Membership officer is responsible for keeping an up-to-date ledger of all property and loan agreements, so at any given time it can be identified where items such as band instruments on loan are located. The property officer is to recover any instrument / property that is no longer meant to be out on loan, and return it to band ownership. The property officer is to maintain an electronic copy of all members membership agreements. There is DSB a google drive specifically for both these tasks.

Librarian

The Librarian is responsible to maintain the library in good order providing music for the MD / Band members as required. However, music is currently in the process of being uploaded to an electronic online library, in the main, the electronic library should be used by members to download their own copies for all rehearsals and events. There will be requirements to provide music for Deps if the dep can't print their own copies. Providing that they are willing, it will be possible to send PDF's of music for a dep to print, or download to electronic media for themselves if there is enough notice.

Merchandising Rep

A stock of merchandising should be maintained as necessary. All monies collected from sales should be notified / paid to the treasurer as soon as possible after the event.

Safeguarding

The safe guarding Officer(s) should maintain DBS checks as required for band members. There is DSB a google drive specifically for this if appropriate. Safe guarding officers should advise the band of any requirements that the band need to incorporate into an event to keep vulnerable people and band members safe.

Media & PR Rep

The Media and PR rep should promote the band and its concerts via as many outlets as can be reached, it is preferred that they should be free at the point of use. (Local Papers, radio, social media, poster outlets.) Encourage band members to help to share posters and social media coverage. The Media and PR Rep should liaise with the MD about any media required for an event.

Band Sergeant

Responsible to the MD for organising the band prior to going on stage. Sorting out a suitable place for instrument case storage at events. Passing instructions to band members (as notified via the MD, regarding a change to the dress code at an event)