

# **The Border Concert Band**

## **Administration Policy**

### **Committee Meetings**

The Committee can appoint members to fill vacancies occurring between AGMs, accept or reject engagements, and purchase, sell, renovate or dispose of any Band possessions.

Any Band member can request to the Chairperson or Secretary to attend a Committee meeting and may contribute to the business of the band, but may not vote.

### **Voting Rights**

Any matter to be decided by vote, whether by the committee or the band, may only take place if a quorum is present.

All votes at Committee or General meetings are passed by the overall majority of the meeting. Voting shall be by a show of hands or secret ballot at the discretion of the Chairperson. In the event of a tie, the Chairperson, or their elected deputy, will have a second and casting vote.

Minutes of all Committee or General meetings will be taken and kept by the Secretary. The minutes (or a summary of discussions) will be made available to all Band members within a reasonable amount of time after the meeting has finished.

In the event of a vacancy occurring in the membership of the Committee, the Committee may co opt a band member to the committee. The person appointed shall serve up to the date of the next AGM or for such shorter period as the Committee shall decide.

### **Duties of Appointments**

The Chairperson:

- To chair both General and Committee meetings
- To keep meetings to the agenda and in a timely manner, facilitating discussion and encouraging all members to participate
- To liaise with the Secretary about dates, arrangements, agendas, correspondence for Committee meetings and content of minutes
- To liaise with the Treasurer about the financial state of the Band
- To be familiar with all the Band rules and regulations contained within the Constitution
- If a vote has to be taken, to ask for formal proposal and clarify the procedure. In the event of a tie, the Chairperson will have the casting vote
- To be the spokesperson and/or formal representative of the Band as required
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The Secretary:

- To take enquiries and bookings for Band engagements
- To contact outside organisations and make enquiries about possible engagements
- To obtain relevant collecting licences and permits

- To prepare and distribute engagement list
- To liaise with the Chairman in the preparation of agendas for General and Committee meetings
- Along with the Treasurer, to obtain Band insurance and Performing Rights Licence
- To keep an up-to-date list of Band members, their contact details and any Band instruments or equipment in their possession in compliance with Protection legislation

#### The Treasurer:

- To receive all subs and draw monies on a monthly basis and ensure that its receipt is properly recorded
- To ensure any rent is paid to the rehearsal venue on a monthly basis
- To ensure that all fees are received in a timely fashion
- To ensure timely banking of all funds
- To enlist two additional signatories from the Committee membership
- To ensure Band insurance, liability insurance and Performing Rights Licence are in place
- To provide an accurate financial picture for Committee meetings
- To ensure the accounts are prepared for the auditor for checking at the end of the financial year
- To provide floats etc. where necessary

#### Director of Music:

- To encourage and direct the Band during rehearsals and live / recorded performances in order to achieve desired musical effect and to develop players in their musical ability
- To be responsible for choosing the Band's repertoire in consultation with the Committee each year
- Having liaised with the Secretary to consider factors such as ensemble ability and size, and availability of appropriate music, in order to compile suitable programmes for all engagements
- To liaise with the Librarian to ensure availability of scores and music parts as required
- To plan and schedule rehearsals to ensure music is fully rehearsed for each performance
- To position members appropriately within their section in consultation with Section Leaders to ensure desired musical balance is achieved
- To ensure that Band members are made aware of intended programmes as early as possible prior to formal concerts and other engagements in order to facilitate members' personal rehearsal
- To liaise with the Secretary with regard to programme publication, giving a minimum of 2 weeks' notice prior to the engagement of final programme.

#### Committee Member:

- To attend and participate in Committee meetings as regularly as possible
- To represent the views of Band members to the Committee as required
- To positively represent the views and decisions of the Committee as required