



BRISBANE UKULELE MUSICIANS SOCIETY INC

Management Committee Roles & Responsibilities

(updated 17/9/21)

President and Vice-President (Chair, spokesperson, liaison with external organisations, quality control)

1. Chair management committee meetings, and subcommittee meetings until a subcommittee chair is chosen.
2. With the Secretary, schedule at least four management committee meetings per calendar year and formulate meeting agendas.
3. Regularly review the Society's online content, and approve material published on the Society's websites and Facebook sites, in media releases, and in other publications.
4. Liaise with the Treasurer and committee members regarding an annual budget and funds expenditure.
5. When possible, attend functions where members are performing or presenting.
6. Visit BUMS community band practices and jams to liaise with leaders and encourage members.
7. With the management committee, develop an annual program of workshops and concerts aimed at members' enjoyment and skill development for the management committee's consideration.
8. Liaise with representatives of other organisations, and act as the Society's spokesperson in media releases.

Secretary (membership, correspondence, meeting documentation, record keeping, review of policies and guidelines, newsletter content)

1. Attend Management Committee meetings.
2. Give notice of meetings, and prepare meeting agendas and minutes in consultation with the President.
3. With the President, ensure the regular review and update of the Society's guidelines, policies and procedures.
4. With the Treasurer, submit the Annual Return and the end of financial year reports to the Office of Fair Trading.
5. With the Treasurer, review the content of the Membership pages of the Society's website.
6. Maintain the membership records, including the membership register, jam and workshop door lists, the financial members mailing list in Mail Chimp and BUMS Online membership.
7. Prepare new members lists for approval by the management committee.
8. Maintain historical records for the Society, including a list of office bearers.
9. Prepare, send and file copies of correspondence, including that related to Change of Office Bearers.
10. Respond to enquiries received via secretary@brisbaneukulele.com and info@brisbaneukulele.com.
11. Oversee the publication of a monthly newsletter to promote the activities of the Society.

Treasurer (budget, income, expenditure, financial record keeping)

1. Attend Management Committee meetings.
2. Prepare an annual budget and provide the management committee with regular financial reports.
3. Liaise with venues regarding invoicing arrangements, and performers and presenters regarding agreements.
4. From time to time, renegotiate public liability and equipment insurance policies.
5. Negotiate with OneMusic and APRA regarding music licensing fees.
6. Coordinate the receipting of membership payments.
7. Receipt and deposit incoming funds.
8. Obtain quotes and pay invoices.
9. Maintain financial records, prepare end of financial year reports, and organise the annual audit.

Events Manager (program of workshops & concerts, performer & presenter liaison, event venue coordinator)

1. Attend BUMS Inc management committee meetings
2. Get quotes for possible event venues.
3. Determine members' workshop needs.
4. Propose an annual program of events including concerts, workshops and other events (outside our regular jams and biennial ukulele festival) for BUMS Inc members to the Management Committee.
5. Liaise with performers, presenters, and the Media Manager and to organise and publicise events.
6. Coordinate events and arrange door staff.
7. Report to the management committee about events run.

Gigmeister (Performer and gig request liaison - The duties of the Gigmeister are detailed in the draft *Performing Members Guidelines*.)

1. Attend Management Committee meetings.
2. Provide performing members with the *Performing Members Guidelines*.
3. Respond to requests for performances (gig requests).
4. Coordinate the fulfilment of gig requests.
5. Review the contents of the Performing Members and Ukulele Teachers web pages of the Society's website.
6. Suggest BUMS Inc involvement in community events to the management committee.
7. Determine the level of client satisfaction with performances.

IT Officer (hardware maintenance, software updates and support for online & offline applications)

1. Attend Management Committee meetings.
2. Review IT requirements and provide advice on IT-related purchases and the use of on- and offline applications.
3. Manage IT equipment including regular hardware maintenance and software updates.
4. Keep a software licence register.
5. Liaise with website host, manage the Society's websites, and ensure currency of domain registrations.
6. Manage online applications and storage solutions in consultation with relevant committee members.
7. Keep a register of logins and passwords for laptops, software applications, email accounts, and online accounts.

Media Manager (promotion of Society activities, quality control of text & image content for publications)

1. Attend Management Committee meetings.
2. Maintain the Society's social media accounts and pages.
3. Promote the Society's activities with posts on the Society's websites, Facebook sites and Twitter accounts.
4. In consultation with the President, prepare media releases about the Society's activities.
5. Organise photographers for the Society's activities.
6. Liaise with the IT Officer, President and the website host to maintain the Society's websites.

Properties Manager (maintain equipment, research & provide advice on acquisitions & storage solutions, update the assets register, electrical test & tag)

1. Attend Management Committee meetings.
2. Provide advice on purchases of audio visual and or IT equipment.
3. With the Treasurer, make purchases, and update insurance if necessary.
4. Label new acquisitions, and make storage arrangements.
5. With the Treasurer, maintain the assets register, including the location of items of equipment.
6. Organise the annual electrical test and tag.
7. Coordinate movement of shared equipment between jams and community band performances as per demand.