

Camden Community Band Role Descriptors

Elected Positions

President: The President shall: -

- Chair and oversee committee meetings of elected members
- Represent the band at official functions
- Act or appoint an external person to act as an impartial arbitrator with disputes within the band.
- Ensures that the band operates within the rules of its constitution

Vice President: In the case of incapacitation or the inability of the president to perform their role the vice president will assume the role of president.

Secretary: As per the constitution the Secretary shall: -

- Receive all correspondence
- Keep an accurate copy of the committee minutes
- Maintain the register of CCB members
- Attend to all outgoing correspondence
- Is the responsible person for all legally required registrations.
- Maintaining a register of NSW Band Association members
- Forward either direct to members or via the Web Administrator, NSW Band Associations news and relevant individual member correspondence.

Treasurer: The treasurer is responsible for: -

- The collection of fees and funds
- The safe banking of all monies received by the Association.
- Keep the financial accounts of the Association
- Maintain an auditable account book of;
 - All finances received from any source, by any means, and issue receipts
 - All expenditures.
- Ensure all players are given access to online payments
- Make available the bands accounts for inspection by any financial band member in a timely manner.

Committee Members: The main duties of committee members are:

- Assist the band executive with the efficient running of the Association
- Organise and direct fundraising activities
- Seek opportunities for band performances

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Appointed Positions

Director of Music: The Director is appointed by the committee to oversee the musical direction of all bands formed under the association.

The duties of the DOM include: -

- Select and prepare members of the Association to perform suitable repertoire
- Guide and develop the band
- Ensure that band activities remain relevant to the community's requirements
- Where necessary, appoint an assistant Director of Music.
- Appoint Ensemble Conductors, as necessary.

Ensemble Conductors: The DOM appointed band members role includes: -

- To lead specific ensembles
- Select, prepare and perform suitable repertoire
- To assist the training and guidance of novice and inexperienced players

Librarian: The librarian shall: -

- Maintains all the physical originals owned by the band
- Keep an accurate record of loans, copies or variation to use
- Supply suitable copies to members and the Web Administrator or their nominee as required

Publicity Officer: Their duties shall include:

- Liaising with media outlets to publicise band events
- Uses social media to boost the profile of the band
- Issue band photos and videos for publicity
- Is responsible for all aspects of marketing of the band. This could include the promotion of events through social, print and television media
- Utilise the marketing of the band to increase membership and gigs
- Promoting the bands visibility to the broader community

Web Administrator: Carry out the following duties with the assistance of a web team appointed by the committee:

- Maintenance of www.camdencommunityband.org.au website.
- Responsible for the posting of all online content.
- Ensuring the website is kept healthy and up-to date by applying relevant published updates and patches.
- Attending to hacks and other online problems as they arise.
- Informing members of updates to the public and members pages.
- Report to the committee as required.

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Additional Roles to Consider

Band Sergeant:

- Assists the drum major when the band is on parade
- Oversees the correct wearing of uniform
- To maintain a high level of professionalism within the band at all public functions
- To maintain a professional public image of the band

Uniform officer: Responsible for:

- Uniform procurement in consultation with the band committee
- Ensuring members have uniforms for performances and are appropriately attired.

Marching Band Coordinator: Role to be added as stated in February DOM report:

- Organising the ranks
- be the third eye on marching drill practice
- Generally assist all the ensembles with performance logistics and overall presentation
- Also - calling for marching rehearsals at required times
- Ensuring all players are aware of required uniform for the gig (full formal or vests)
- Ensuring all players are aware of the procedure/requirements for the gig (e.g. logistics such as what to do at particular median strips i.e. does the band split or not ... worked out in advance so everyone is confident)
- Encouraging present marching band players
- Inviting other players to join in some capacity.

Band manager: Provides logistical support for the band and checks suitability of performance venues

Social coordinator: Responsible for building social connection within the band to promote a sense of belonging and camaraderie.