



GENERAL COMMITTEE ROLE STATEMENTS

These role statements are intended to be a guide to provide a basic insight into the various roles available in the General Committee. Everyone has different skills, abilities and interests, all of which are welcomed on the committee, and as such each general committee position is flexible and can be tailored to suit the skills of the individual in the role.

Prior experience is not necessary, just a willingness to be involved, learn and contribute.

General Committee Member

The General Committee Member role is a flexible role that is tailored to the skills of the person in the position. The aim of the position is to support other committee members, though the incumbent may also have their own projects that they would be interested in developing, with the support of The Committee. The General Committee Member is someone who is interested in working on the general day to day management of the Association, and as such may undertake particular projects, as guided by the committee. These projects may include one of the roles listed below.

SUPPORT ROLES

Members who take up support roles do not attend committee meetings but are represented and managed by members of the Committee, though they may choose to attend committee meetings as non-voting guests.

Section Managers- managed by the Personnel Manager

Section Managers are responsible for ensuring that all parts are filled for each concert, and are the key point of contact for players within their section.

Web and System Administrator- managed by the Music Director

The Web Administrator is responsible for maintaining the CiviCRM, GWS's personnel management software, as well as managing the GWS website including creating and uploading content.

Assistant Treasurer- managed by the Treasurer

The Assistant Treasurer assists the Treasurer in collecting subs from players during rehearsals/ concerts.

Social Secretary- managed by the Concert Manager

The Social Secretary plans events and fundraising activities including the end of year Christmas break, and raffles.

Librarian- managed by the Music Director

The Librarian assists with maintaining the GWS music library, ensuring that all music parts have been returned and filed appropriately, and keeping records of loans to other music groups. The Librarian also assists with gathering sets of music parts for a concert, and sorting them into player folders prior to first rehearsal; stamping and numbering sheet music owned by GWS; and auditing sheet music borrowed, before and after use.