

Launceston Blues Club Incorporated – Committee Roles and Responsibilities

This is a working document to assist LBC Committee members elected by the Club membership to carry out the business of the Club. The Committee may update this document at any time.

All Launceston Blues Club (LBC) Incorporated (Inc) committee members are individually committing to:

- upholding the values and objectives of the organisation (as per the LBC Inc Constitution)
- giving adequate time and energy to the duties of being a trustee of the organisation
- acting with integrity and avoiding or declaring personal conflicts of interest

PRESIDENT

The President has responsibility to both represent the vision and purpose of the organisation as well as ensure the Committee functions properly in accordance with the Club Constitution.

- Lead and co-ordinate the strategic direction of the Club, both musically and financially
- Chair the Club meetings
- Closely liaise with Committee members and delegate duties where appropriate
- Liaise with the Secretary regarding Committee meeting agendas
- Official spokesperson for the Club.

VICE PRESIDENT

- Assist President
- Chair meetings in President's absence.

PUBLIC OFFICER

- Attend to statutory obligations of the LBC and submit annual returns of the association to Consumer, Building and Occupational Services (CBOS), Tasmanian Government.
- Ensure AGM is advertised as per constitutional requirements.

TREASURER

- Keep accurate records of all financial transactions and report monthly transactions/balances of bank accounts to the general meetings and annually at the AGM in line with legal requirements in the LBC Inc Constitution
- Manage on-line payments from website
- Notify Membership Coordinator of any new memberships paid
- Arrange payment of musicians engaged to perform at LBC events
- Ensure Club has 3 authorised Bank and Cheque account signatories (Treasurer, President & Membership Officer)
- Maintain the LBC Asset and Equipment registers.

SECRETARY

- Liaise with President regarding agenda items for next meeting, and circulate to all committee members prior to the next meeting
- Take concise action minutes at meetings and forward by email after the meeting
- Create Yahoo Committee membership list and passwords for email accounts following Committee elections
- Check LBC email account and PO Box, record incoming mail and send outgoing mail as necessary, by post or email
- Regularly sift through emails (they accumulate quickly), delete emails unrelated to club business or file into folders on left side of page for anyone's future reference
- Attend to member and musician emails. Emails relating to gigs and Jams to be forwarded to the Jams and Events Sub-committee for their action. Forward emails where relevant to Club Membership Officer and Gig Co-ordinator, who may also monitor this email account from time to time.
- Check Spam folder regularly as occasionally a Club email slips into there.
- Delete contents of Spam folder regularly as it builds up quickly - do not open spam emails.
- Be a PO Box key holder
- Outgoing Secretary to ensure incoming Committee members are provided with an electronic copy of the
 1. LBC Inc Constitution
 2. Committee Roles and Responsibilities descriptions
 3. Additional information for Committee members only (not for distribution to membership).

MEMBERSHIP COORDINATOR

- Keep a database of new and renewing memberships and update any changes and deletions of expired memberships
- Maintain current financial members contact list in the Gmail account and delete any non-financial members
- Maintain Gmail distribution list ensuring members added and removed in a timely manner
- Send out renewal reminders via the Gmail account in May
- Send out membership cards to all renewing members in July
- Send out membership cards to all new members when applications are received
- LBC PO Box key holder.

GIG CO-ORDINATOR (in consultation with the assistance of other committee members)

- Welcome and liaise with the Band/performer on the Jam Day
- Coordinate scheduling of LBC members and visitors performing at LBC gigs
- Liaise with the paid performer/Band and LBC performers in matters relating to the performance
- Liaise with the Treasurer regarding agreed payments for musicians/band and ensure receipt for funds is signed
- Liaise with the venue around any specific PA requirements.

PA COORDINATOR (if not provided by the Venue)

- Individual members are trained in the utilisation of the LBC PA and identified to manage the PA during the JAM
- PA Coordinator is responsible for the overall sound levels for the Jam
- PA Coordinator works with other LBC members in the setting up and taking down of the PA
- Other members are not able to change PA levels during a Jam.

SOCIAL MEDIA COORDINATOR

Facebook:

- Update Facebook page with current happenings & reply to messages received
- Current administrators can add more administrators, if someone wishes to help keep it updated
- Ensure administrators are updated following AGM and Committee elections.

Website maintenance:

- Ensure currency of Website and hosting and domain name
- Ensure President /Secretary has website administrator access details
- Seek information from Club members for articles/photos to add to website and ensure all copyright requirements are adhered to
- Ensure that any people featured in photographs posted on the website have given their permission for this to occur
- Provide relevant updates to web pages as required
- Upload monthly pdf copy of Blue Note with links and password
- Archive copies of Blue Note
- Manage membership page.

GENERAL COMMITTEE MEMBERS

5 Positions available

- Attend meetings and contribute to the LBC in any manner that you are able
- General committee and Club members to assist at Club activities with setting up and pulling down
- Promote LBC to wider community at Jams, Events and Gigs

Ensure all Club correspondence goes through the yahoo account for historical record of Club matters, and that your email is signed so that the sender can be readily identified Use the Yahoo Committee membership list to ensure that all committee members receive the email, or alternately, send to the Yahoo account and copy all committee members.

Sub-Committees

- The LBC Inc may establish Sub-Committees. The LBC Inc Committee must make all decisions affecting the organisation. However, some powers may be delegated to members, office bearers or to sub-committees. The sub-committee will make recommendations to the Committee for decision.

- A sub-committee is a small group assigned to focus on a task or area, such as a special event and requested by the whole Committee. Sub-Committee members may be a mix of LBC Inc Committee members and general Club members..
- Any recommendations made by such groups remain the responsibility of the whole Committee and decision making must be referred back to the LBC Inc Committee.