

Launceston Blues Club Incorporated– Committee Roles and Responsibilities

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
- 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
- LBC PO Box key holder
- Ensure Club has 3 authorised Bank and Cheque account signatories.

SECRETARY

- Liaise with President regarding agenda items for next meeting, and circulate to all committee members prior to the next meeting
- Take concise 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 or musician emails by return email. Copy where relevant to Club Membership Officer and Secretary, 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.
- LBC PO Box key holder

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
- Send out membership cards to all new members and renewing members

BLUE NOTE NEWSLETTER EDITOR

- Compile newsletter and send out to membership on Gmail account (*****remember to use "BCC" option for members privacy*****)
- Liaise with website coordinator re the newsletter being uploaded to web
- Members are asked not to send emails to this account, but some do. Monitor email account for any inbox emails that may require attention – forward to relevant Committee member or secretary. Put other emails into folders after seen.
- Email gig updates if it has been a couple of weeks since newsletter sent out and something is coming up for the LBC.

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

- Organising a blues band for the monthly LBC gig nights - via an EOI, and or specific approaches to known bands/musicians, noting that attempts will be made to ensure equity of opportunities for musicians to perform
- Putting out EOI to the LBC members for members to be involved in the non-paid dinner music component of the evening
- Coordinating scheduling of LBC members performing at LBC gigs
- Liaising with the Band and LBC performers in matters relating to the performance
- Liaising with the Treasurer regarding agreed payments for musicians/band
- Liaising with The Oak around any specific PA requirements.

PA COORDINATOR

- 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 admins can add more admins, if someone wishes to help keep it updated
- Ensure admins 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
- Provide relevant updates to web pages as required
- Upload monthly pdf copy of Bluenote with links and password
- Archive copies of Bluenote
- 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.

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.