

# Dunbartonshire Concert Band

## Annual General Meeting

Westerton Hall, Saturday 7<sup>th</sup> September 2002

Convenor: Alan Cooper

### Agenda

1. Apologies
2. Previous minutes
3. Convenor's business
4. Musical Director's report
5. Financial statement (draft attached)
6. Election of Officers and Committee Members (nominations attached)
7. Appointment of Auditors and Trustees  
[Current auditors: Sally Cuthbertson, Kirsty McCafferty]  
[Current trustees: Arthur Main, Chris Ellen, Alan Cooper, Julian Fosh]
8. Subscriptions & MD honorarium
9. AOCB

***DCB Committee – Sept 2002 onwards***  
***Proposals/nominations for AGM***

The role of the committee (and its delegates) is to manage the band affairs, uphold band discipline, and to support the musical director in accord with the band constitution. Individual committee members (and/or other delegated/co-opted members of the band) must be willing and able to take on specific duties.

<b>Title</b>	<b>Job description</b>	<b>Nominated</b>
<b>Chair</b>	Primary spokesperson for the band, responsible for disciplinary matters. Convenes, coordinates and chairs regular (monthly?) committee meetings, AGM/EGM.	<b>Andrew McCafferty</b>
<b>Vice-chair</b>	Deputises for Chair when appropriate	<b>Adrienne Girvan*</b>
<b>Treasurer</b>	Responsible for handling band accounts, maintaining accurate financial records, reporting regularly to the committee. Required signatory on all band accounts.	<b>Catriona Donald</b>
<b>Secretary</b>	Handles band correspondence, takes minutes of AGM, EGM and committee meetings, and provides timely copies available to all band members.	<b>Adrienne Girvan*</b>
<b>Librarian</b>	Responsible for maintaining ( <i>not necessarily storing</i> <sup>#</sup> ) the band music. Ensures that copies of parts are available at rehearsals. When new music is issued, arrange for photocopying of originals to provide rehearsal copies. <i>Originals must be retained as backup.</i>	<b>Sharon Singer</b>
<b>Engagements manager</b>	To coordinate, in consultation with the Musical Director, all concerts and other engagements.	<b>Richard Phelps</b>
<b>Fundraising coordinator</b>	Coordinates fundraising activities, grant applications, etc.	<b>Derek Galloway</b>
<b>Disability rep</b>	Ordinary committee member with specific responsibility for disability issues	<b>Moyra Hawthorn</b>
<b>Ordinary members</b>	<i>Tasks to be shared/delegated:-</i> Arrange hall lets, both regular and occasional. Publicity/recruitment/attendance. Transportation/stage management.	<b>Collette Waller</b> <b>Robert Baxter II</b> <b>Alf Maynard</b>

# *Catriona has offered storage for library archive* \**Combined Secretary/Vice-Chair*