

Dunbartonshire Concert Band

Annual General Meeting

Westerton Hall, Saturday 7th 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.

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

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