

## London Charity Orchestra – Committee Roles



Each role has been assigned a weighting of 1-3 (1 being the lowest) representing the amount of time/ volume of tasks associated with carrying out that role. It does not denote importance – each role plays a crucial part in forming a successful committee and each requires an equally high level of commitment.

	Title of Role	Level	Role Description
1.	<b>Chairman/ Chairwoman</b>	<b>1</b>	<ul style="list-style-type: none"> <li>▪ Chairs Committee meetings and has final say when indecision occurs</li> <li>▪ Decides on key priorities for discussion</li> <li>▪ Acts as ambassador for the orchestra (must attend all key events) and as initial contact for new charities.</li> <li>▪ Authorises financial decisions</li> </ul>
2.	<b>Artistic Director</b>	<b>1</b>	<ul style="list-style-type: none"> <li>▪ Learns the music and inspires the players</li> <li>▪ Conducts minimum 2 concerts per year</li> <li>▪ Plans rehearsal schedules/sectionals in advance</li> <li>▪ Liaises with the Associate Conductor and the Committee on general musical direction of LCO</li> <li>▪ Proposes to the Committee programmes and soloists for each concert, one year in advance, having always liaised with the Associate Conductor</li> <li>▪ Appoints the leaders of each section for each concert, including those not conducted by him.</li> <li>▪ Has final say on all fixing and seating issues including for the concerts not conducted by him.</li> <li>▪ Liaises closely with the Chairman, the Fixer and the Social Secretary</li> <li>▪ Acts on input from Researcher/Project Developer</li> <li>▪ Attendance not required at meetings unless requested by Chairman</li> <li>▪ Thank you letters after every concert</li> </ul>
3.	<b>Associate Conductor</b>	<b>1</b>	<ul style="list-style-type: none"> <li>▪ Learns the music and inspires the players</li> <li>▪ Conducts minimum 1 concert per year</li> <li>▪ Plans rehearsal schedules/sectionals in advance</li> <li>▪ Liaises with Artistic Director on general musical direction of LCO and on programme/soloists, one year in advance</li> <li>▪ Attendance not required at meetings unless requested by Chairman</li> </ul>
4.	<b>Leader</b>	<b>1</b>	<ul style="list-style-type: none"> <li>▪ Leads minimum 2 concerts per year and appoints guest leaders</li> <li>▪ Learns the music and inspires the players,</li> <li>▪ Directs sectionals and, in the absence of the conductor, directs rehearsals.</li> <li>▪ Appoints the leaders of each section for each concert, including those not led by him, in liaison with the Artistic Director</li> <li>▪ Attendance not required at meetings unless requested by Chairman</li> </ul>
5.	<b>Secretary and Communications Officer</b>	<b>3</b>	<ul style="list-style-type: none"> <li>▪ Looks after general administrative needs of orchestra throughout the year</li> <li>▪ Collates &amp; circulates agenda for committee meetings and takes/distributes minutes</li> <li>▪ Organises dates/venues for committee meetings</li> </ul>

	<i>(Secretary and Communications Officer continued...)</i>		<ul style="list-style-type: none"> <li>▪ Liaises closely with Charity Liaison Officer</li> <li>▪ Circulates rehearsal schedule to orchestra members &amp; any updates as necessary</li> <li>▪ Collates feedback from orchestra members and represents this opinion at committee meetings</li> <li>▪ Organises feedback forms for each concert</li> <li>▪ Monitors external comms – working closely with Web Manager to ensure all content is up to date</li> <li>▪ Manages webmail – responds/forwards as necessary</li> </ul>
6.	<b>Charity Liaison Officer</b>	<b>3</b>	<ul style="list-style-type: none"> <li>▪ Creates &amp; develops contacts with charities &amp; acts as key point of contact for all enquiries</li> <li>▪ Manages relationship with charity sponsor for each concert</li> <li>▪ Liaises closely between the charity and the committee and encourages charity representatives to attend committee meetings and a rehearsal</li> <li>▪ Secures tickets for orchestra; liaising with the PR/Marketing Officer</li> <li>▪ Maintains database of all key charity contacts</li> <li>▪ Liaises with the Charity Commission</li> <li>▪ Books/checks venues for rehearsals and concerts; negotiates rates.</li> <li>▪ Ensures that all event responsibilities (based on a pre-event checklist) have been assigned within good time before the concert.</li> </ul>
7.	<b>PR/ Marketing Officer</b>	<b>3</b>	<ul style="list-style-type: none"> <li>▪ Manages general PR &amp; marketing needs of orchestra throughout the year</li> <li>▪ Works closely with Charity Liaison Officer to define marketing &amp; PR needs for each concert (usually dependent upon experience of charity concerned)</li> <li>▪ Co-ordinates marketing materials &amp; activities as needed for each concert</li> <li>▪ Assist Charity with the programme (liaising with soloists, conductor for photos and biogs).</li> <li>▪ Keeps linked sites up to date (e.g. <a href="http://www.amateurorchestras.org.uk">www.amateurorchestras.org.uk</a>) and promote LCO on the internet.</li> <li>▪ Sells tickets to orchestra</li> <li>▪ Records each concert if viable, after discussing any distribution/rights issues with the committee.</li> <li>▪ Runs a 'Friends of LCO' Scheme</li> </ul>
8.	<b>Treasurer / Finance Officer</b>	<b>2</b>	<ul style="list-style-type: none"> <li>▪ Manages all orchestra funds &amp; provides financial advice to committee</li> <li>▪ Creates &amp; maintains balance sheet of accounts (to be updated and circulated at each committee meeting)</li> <li>▪ Works closely with Charity Liaison Officer ensuring funds for each concert are properly organised</li> <li>▪ Arranges any informal or formal contracts for players including soloists</li> <li>▪ Prepares Annual Report + Audited Accounts.</li> <li>▪ Submits Annual Return to Charity Commission within 10 months of year end</li> </ul>
9.	<b>Web Manager</b>	<b>2</b>	<ul style="list-style-type: none"> <li>▪ Design and technical development of website</li> <li>▪ Update website with information from Communications Officer</li> <li>▪ Manage contract with ISP</li> <li>▪ Help with webmail (including anti-spam)</li> </ul>
10.	<b>Librarian</b>	<b>2</b>	<ul style="list-style-type: none"> <li>▪ Sources/hires orchestra parts and Full Scores for each concert</li> <li>▪ Arranges delivery, sorts parts before first rehearsal</li> </ul>

	(Librarian continued...)		<ul style="list-style-type: none"> <li>▪ Manages distribution of parts for each rehearsal</li> <li>▪ Organises copies of parts where necessary</li> <li>▪ Maintains signing list for string parts</li> <li>▪ Collects all parts after concert &amp; organises return</li> </ul>
11.	<b>Fixer</b>	<b>3</b>	<ul style="list-style-type: none"> <li>▪ Manages database of all musician contacts</li> <li>▪ Responds to new membership enquiries</li> <li>▪ Selects players and confirms attendance for each concert and rehearsal schedule (organising deps where necessary) – sharing this task with section leaders</li> <li>▪ Works closely with Communications Officer – supplying player distribution list for each concert</li> <li>▪ Weekly ‘next rehearsal’ emails during rehearsal period</li> <li>▪ Manages attendance in collaboration with section leaders – proposes names to Conductor &amp; Committee for those players who should be asked to leave</li> <li>▪ Filling any gaps before the start of each season; only paying an extra as a last resort.</li> </ul>
12.	<b>Stage Manager</b>	<b>2</b>	<ul style="list-style-type: none"> <li>▪ Organises all rehearsal management by sharing the job between the sections of the orchestra: delegates leader of each section to organise their section members to set up rehearsal room/stands &amp; provide refreshments</li> <li>▪ Awards prize to best section at the end of the year!</li> <li>▪ Responsible for chairs &amp; stands at concert</li> <li>▪ Works with venue management to meet any additional set-up requirements</li> <li>▪ Ensures proper changing facilities are organised for players</li> <li>▪ Organises food/refreshments for players at concert</li> </ul>
13.	<b>Project Developer / Researcher</b>	<b>2</b>	<ul style="list-style-type: none"> <li>▪ Researches alternative projects/events for orchestra to contribute to</li> <li>▪ Proposes music suggestions for concert programmes and other events</li> <li>▪ Develops ideas for alternative concert formats</li> </ul>
14.	<b>Social Secretary</b>	<b>2</b>	<ul style="list-style-type: none"> <li>▪ proactively introduces new members to the rest of the orchestra</li> <li>▪ ensures each new member is given a “welcome pack” (incl. list of Committee Roles &amp; photos, Players Charter, Annual Schedule, List of Players, Top 5 FAQs)</li> <li>▪ general pastoral care of all players</li> <li>▪ feeds back any player issues to committee</li> <li>▪ organises orchestra social events</li> </ul>
15.	<b>Fundraiser</b> (paid role to be sourced externally) - TBC	<b>3</b>	<ul style="list-style-type: none"> <li>▪ Actively procures funds on behalf of the orchestra to support each concert</li> <li>▪ Sources supplementary funds to help finance administration of orchestra on a continuous basis – either via continued sponsorship or one-off donations</li> </ul>