

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

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

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