

SCUNA MANAGEMENT STRUCTURE AND ROLE STATEMENTS

(28 May, 2009)

Management Structure

SCUNA be organised in three groups as follows:

(I) The Music Directorate

Musical Director and Chief Conductor
Associate Conductor(s)
Accompanist(s)
Chorus Master (if separate).

(II) The SCUNA Committee

(1) The Executive

The Executive jointly has ultimate responsibility to ensure the proper running of the Society.

President
Treasurer
Secretary

(2) Other Committee Members

Vice President
Concert Manager
Publicity Officer
Camp Officer
Social Secretary
Librarian
Webmaster
Student Representative
Immediate Past President
Other co-opted members as determined by the Committee.

(3) Trustees

Three Trustees must be appointed by the SCUNA Committee from within the Executive and/or wider Committee. Two of the three must be enrolled ANU students.

(III) Assistants to Committee Members

These people have specific tasks. They report to and liaise with the relevant committee member. They can attend Committee meetings but this is not required or expected.

Assistant Treasurer
Assistant Secretary (Membership)
Assistant Publications Officer (Program Preparation)
Assistant Concert Manager (Front of House & Ticketing)
Assistant Camp Officer (Meals, Refreshments and Purchasing)
Assistant Librarian (Cataloguing)

Assistant Social Secretary (Rehearsal Refreshments).

Role Statements

The aim of these role statements is to provide clarity and guidance for those carrying out the roles below and for the wider SCUNA membership. They amplify the legal framework of the SCUNA Constitution but are not intended for interpretation in any narrow, legally binding sense. They state where responsibilities lie but should be understood in the context of on-going support and advice from other Committee members. The roles and role statements can be varied from time to time in the light of circumstances and experience.

The Music Directorate

*This group is responsible for SCUNA's artistic standards, vision and image.
It is appointed by and reports to the SCUNA Committee.*

1. Musical Director and Chief Conductor

Is:

- SCUNA's Chief Conductor
- an ex-officio member of the SCUNA Committee and its concert sub-committee
- an Honorary member of SCUNA
- SCUNA's chief ambassador to the ANU and the community.

Ultimately responsible for developing and guiding SCUNA's artistic program, image and vision, including:

- selecting and determining musical programs
- preparing a rehearsal schedule for all concerts and other performances
- determining requirements for Guest and Associate Conductors
- determining, monitoring and approving requirements for all performers, including voice and instrumental soloists, additional orchestra instrumentalists, and SCUNA members permitted to perform in any SCUNA event;
- approving who should be approached as soloists and extra performers
- approving venues, dates and times for performances and rehearsals
- approving material relating to performances (e.g. program content, overall publicity)
- determining rehearsal procedures
- supplying the Treasurer with all information regarding proposed and incurred expenses related to these duties
- seeking feedback from SCUNA members regarding the artistic goals of the Society
- any other matter pertaining to SCUNA's artistic goals and image.

Consults with:

- President, Assistant Conductors, Chorus Master and Accompanists on the above as relevant to their roles
- the Treasurer re all proposed and incurred expenses
- Concert Manager regarding all human and material requirements for performances
- the Camp Officer regarding requirements for camps (re timing, location etc.) such that dates can be set, bookings made and members notified well in advance
- the Committee on all other matters relevant to their roles and responsibilities.

Reports to:

- SCUNA Committee and SCUNA general meetings on previous and proposed SCUNA artistic endeavours.

2. Assistant Conductors

Are:

- ex-officio members of the SCUNA committee and its concert sub-committee.

Responsible for:

- conducting rehearsals, and concert and other performances, as agreed with the Musical Director and the SCUNA President
- advising the Musical Director on all matters relevant to ensuring the success of the rehearsals and concert and other performances for which they are responsible.

Consult with and report to:

- the Musical Director regarding matters arising in the performance of their responsibilities
- the President or other relevant Committee members regarding any special requirements arising from the performance of their duties.

3. Chorus Master/Vocal Coach

Is:

- ex-officio member of the SCUNA committee and its concert sub-committee; may also take on the role of Assistant Conductor or Accompanist.

Responsible for:

- Warm-ups, coaching the choir on diction, pronunciation and vocal technique
- Encouraging individuals and the whole choir to the highest vocal standards
- Advising the Musical Director and Assistant Conductor(s) on these matters
- Suggesting suitable soloists for concerts and other performances.

Consult with and report to:

- The Musical Director regarding matters arising in the performance of their responsibilities
- The President or other relevant Committee members regarding any special requirements arising from the performance of their duties.

4. Accompanist(s)

Are:

- ex-officio members of the SCUNA committee and its concert sub-committee; may also take on the role of Assistant Conductor or Vocal Coach.

Responsible for:

- providing piano accompaniment in choir rehearsals
- performing with SCUNA as agreed.

Consult with and report to:

- the Musical Director regarding matters arising in the performance of their responsibilities
- the President or other relevant Committee members regarding any special requirements arising from the performance of their duties.

THE COMMITTEE

This group is responsible for SCUNA's overall and day-to-day management.

The Executive

This group has ultimate responsibility for meeting SCUNA's goals and mission statement as set out in the Constitution.

1. President

Is:

- a signatory of the Society's bank account(s)
- an ex-officio a member of any committee or sub-committee within the Society.

May be:

- a Trustee of the Society with the duties that are specified in the Constitution.

Has:

- a deliberative and casting vote in general meetings.

Is responsible for:

- presiding at committee, sub-committee and general meetings or nominating a person to chair as required
- preparing & presenting the Presidential Report to the Annual General Meeting of the Society
- overseeing the operation of the Society
- in co-operation with relevant Office-bearers, guiding and monitoring the Society's operations, including major payments and salaries;
- in co-operation with the Musical Director and the Treasurer, arranging for and contacting soloists and accompanists where necessary;
- in co-operation with the Music Directorate, preparing a rehearsal schedule for each term/semester;
- in co-operation with individual Committee members and the Committee as a whole, preparing a timeline leading to SCUNA events for each semester;
- assigning duties to Committee members, ensuring that such duties are completed, delegating his/her own duties as appropriate and agreed to the Vice President, reassigning or else undertaking incomplete duties
- preparing and sending a weekly email newsletter to the SCUNA members (immediately prior to and during term time) or arranging for this to be done;
- making weekly announcements at rehearsals or arranging for this to be done;
- authorising other Committee members to send messages to SCUNA members;
- liaising with the Musical Director in all matters concerning the artistic aims and objectives of the Society, and ensuring that other Committee members do likewise as appropriate;
- in co-operation with the Musical Director, liaising with individuals and bodies outside the Society in promoting the Society's aims and objectives, including other musical organisations and potential soloists, and representing the Society in its relations with the University and outside organisations and individuals.

Consults with:

- Music Director regarding all matters impacting on SCUNA's artistic goals and image;
- Assistant Conductor(s) regarding all matters impacting on SCUNA's artistic goals and image;
- Choir Master regarding hire of voice soloists
- Vice-President regarding the overall management of SCUNA and especially matters delegated to the Vice-President;
- Executive and Committee members regarding their areas of responsibility;
- SCUNA members regarding their requirements and aspirations for the Society.

Reports to:

- the Committee regarding any of the above matters as requested by the Committee and/or as considered appropriate by the President;
- the Musical Director regarding any decisions taken by him/herself or the Committee that impact on the Society's artistic goals or image;
- the Society regarding proposed future directions for SCUNA, major decisions taken by the Committee and other matters as considered appropriate;
- the AGM as outlined in the Constitution.

2. Secretary

Is:

- a signatory of the Society's bank account(s)

May be:

- a Trustee of the Society with the duties that are specified in the Constitution.

Responsible for:

- preparing and circulating the agenda and other information for all meetings of the Society in accord with the timeframes stated in the Constitution
- notifying Committee members and, as relevant, Society members of meeting times and venues
- keeping minutes of all meetings of the Society or ensuring that these minutes are kept
- posting minutes, once ratified, on the SCUNA website
- managing the correspondence of the Society under the direction of the President or the Committee as required or appropriate
- ensuring that correspondence addressed to the Society is directed to the appropriate office bearer
- submitting all pertinent documentation arising from general meetings to the Australian National University Clubs and Societies' Committee, within fourteen days of the general meeting
- maintaining the roll as per section 6(v) of the Constitution (which entails entering and updating membership information on an Excel spread sheet) or ensuring that the roll is maintained
- preparing rolls for each section and ensuring that attendances are recorded and that the roll is kept up to date
- designing and holding membership forms
- entering membership information on gmail mailing lists and checking and updating addresses when email messages bounce
- supplying other Committee members with contact details for SCUNA members as required and appropriate
- providing the Committee and SCUNA members with membership data and, in consultation with the President or Committee, initiating the collection of such data
- compiling a list of members who have met attendance requirements for taking part in major performances for inclusion the program or ensuring that such a list is compiled.

Consults with the President, Musical Director, Assistant Conductor(s), Accompanist, Choir Master and SCUNA Committee and sub-committees regarding:

- meeting times, dates, venues, agendas and minutes

Reports to:

- President and Committee regarding all of the above.

3. Treasurer

Is:

- a signatory to the Society's bank account(s)
- is normally a Trustee of the Society with the duties that are specified in the Constitution.

Responsible for:

- handling all moneys of the Society subject to the provisions of the Constitution and the Clubs and Societies Regulations of the ANU Students' Association, including:

- a. taking payments or monitoring the taking of payments
- b. depositing cash and cheques
- c. issuing invoices
- d. issuing receipts for payments
- e. maintaining all relevant documentation in good order (e.g., bank statements, receipts etc.)
- f. keeping an account book of all receipts and payments, including statements of income and expenditure and reconciliations of same
- g. changing bank signatories
- h. approving expenditures
- i. paying bills and reimbursements
- j. ticket sales at rehearsals prior to concert
- k. answering e-mails relating to payments
- l. chasing up people who haven't paid for events/tickets.
- preparing a budget and financial statements:
 - a. for re-affiliation at the beginning of each year
 - b. at the end of each calendar year to be presented to the ANU Students' Association by no later than 30th November of that calendar year
 - c. when applying for SA grants for individual events
 - d. for each SCUNA concert at the beginning of each semester and subsequently revising these in the light of on-going developments
- presenting to the Annual General Meeting of the Society a written report, including statements of income and expenditure for the financial period from the last Annual General Meeting to the present and a current balance sheet.
- checking committee e-mail and snail-mail box daily or ensuring that these are checked
- monitoring all matters relating to the health of SCUNA's budget and raising issues as appropriate
- in consultation with the President and/or the Committee, seeking grants and other financial support for SCUNA's activities
- assisting the Musical Director and various Committee members (notably the Concert Manager, Publicity Officer, Camp Officer and Social Secretary) in preparing initial budgets for their area of responsibility and in monitoring on-going expenses.

Consults with:

- the Music Director, President and Committee members regarding the cost of proposed events, and especially unforeseen costs.

Reports to:

- President and the SCUNA Committee regarding initial budgets and on-going costings for events, applications for grants and any other matters relating to the health of SCUNA's budget.
- the AGM as outlined above.

(2) Other Committee Positions

These committee members play key roles in the day-to-day running of the Society.

1. Vice President

Is:

- the President's representative or substitute as agreed with the President;
- an ex-officio a member of any committee or sub-committee within the Society.

Has:

- has a deliberative and casting vote in those committee and general meetings where he/she is the chair (as determined by the President).

Is responsible for:

- completing all duties delegated to him/her by the President.

Consults with:

- the President regarding all matters delegated to him/her
- the Musical Director regarding all matters delegated to him/her and that impact on the Society's artistic goals or image
- Committee members regarding all matters delegated to him/her that relate to their responsibilities.

Reports to:

- the President and the Committee regarding all matters delegated to him/her.

2. Concert Manager

Is responsible for:

(1) Regular rehearsals

- booking suitable venues for all rehearsals (including ensuring venues are accessible in holiday periods)
- obtaining contact numbers of relevant people in the University who organise access to rooms, security and emergency situations; if not attending any rehearsal, ensuring that another Committee member who is attending has this information.

(2) Concerts and other Musical Events in which SCUNA participates

- overall coordination and organisation of concerts and other events
- forming a concert organisation sub-committee if desired, and/or delegating any of the responsibilities below (or any other duty as it arises) to others, and ensuring that these duties are carried out
- having consulted hand-over documents from previous Concert Managers, developing an initial draft timeline in preparation for concerts and presenting this in good time to the Committee for comment and suggestions
- scouting for and obtaining quotes for concert & dress rehearsal venues, and reporting these to the Committee and Musical Director
- in consultation with the Musical Director and the Committee, booking concert and rehearsal venues
- liaising with the appropriate administrators & venue operators re the organisation and set-up for concerts
- liaising with Concert Managers of other musical organisations in the case that SCUNA is co-operating with another organisation
- in consultation with the Musical Director, developing a running sheet for the day of concerts and presenting this in good time to the Committee for comment and suggestions
- ensuring that payments are made to soloists and hired instrumentalists
- booking, hiring and organising transport of all equipment for concerts (risers, lights, sound, projectors, instruments etc) and ensuring that everything is ready in good time
- acting as or determining who will act as Stage Manager for dress rehearsals and concerts
- organising or ensuring organisation of Front-of-House for concerts
- organising or ensuring organisation of gifts for soloists, conductors, extra performers & venue staff, and coordinating gift presentation
- ensuring that choir members know the dress code & performance etiquette (especially opening, closing & holding music etc), choreographing all entries, exits and arrangement of equipment, chairs & music stands, ensuring doors are open and access clear for entries & exits
- ensuring security for performers' valuables
- ensuring that those using venues in SCUNA's name abide by all terms & conditions of use
- maintaining accurate records of hires, payments and key decisions re concerts
- other activities as required for concerts.

Consults with:

- Music Director regarding venues, dates, times & special equipment needs for rehearsals and concerts.
- President and Treasurer regarding venues, dates, times & proposed costs for rehearsals and concerts.
- Publicity Officer regarding necessary information for concerts.
- SCUNA Committee regarding the general organisation of concerts (venues, dates, progress etc)
- instrumentalists regarding transport of instruments & music stands to concerts.

Reports to:

- Musical Director regarding venues, dates, times & special equipment needs for rehearsals and concerts.
- SCUNA Committee regarding general organisation of concerts (venues, dates, progress etc), including providing the organisational timeline for concerts, and running sheet for the day of the concert.
- Treasurer regarding all payments incurred in rehearsals & concerts.

3. Publicity Officer***Is responsible for:***

- developing publicity campaigns concerts, events and recruitment to SCUNA
- preparing publicity and recruitment material for O-week, Bush Week and other events in which SCUNA takes part (e.g. National Folk Festival)
- having consulted hand-over information from previous Publicity Officers, drafting a preliminary action plan, timeline and initial budget for publicity for forthcoming concerts and seeking the Committee's support, suggestions and approval in a timely manner
- designing or organising the design of promotional materials such as posters, flyers, advertisements and pres releases, and submitting these for approval to the Committee in a timely manner
- ensuring that all publicity materials are carefully proof-read and/or copy-edited
- printing or organising the printing of posters and flyers
- preparing a list of venues and events for distributing posters and flyers
- organising the distribution of posters and flyers, and the placement of advertisements
- preparing and sending out invitations and offers of complimentary tickers, and contacting reviewers
- contacting Art Sound and other media outlets for interviews with the Musical Director
- seeking the Committee's approval to renew SCUNA's membership with Art Sound
- seeking and organising assistance as required in any of the above duties.

Consults with:

- Treasurer in developing an initial budget for publicity and in regard to on-going expenses
- Concert Manager to obtain information about concert dates, venue, ticket prices and outlets, soloists, other performers (e.g. instrumentalists, accompanist, outside orchestra) and whatever other information is needed for publicity material
- Musical Director re interviews, press releases, poster and flyer design, contacting reviewers and any other matter that impacts on SCUNA's public image.

Reports to:

- Treasurer to authorise payment of accounts
- Committee re all of the above.

4. Librarian***Is responsible for:***

- advising the Committee and SCUNA members on the availability of scores for proposed performances
- providing all musical scores to the Music Directorate and choir, which includes sourcing them for hire, downloading or assisting members to download scores and midi files, and/or purchasing scores as appropriate and agreed with the Committee
- maintaining a record of hired score distribution, retrieving scores and returning to loaning society on time and in good order
- collecting, maintaining and refunding deposits SCUNA choir members have paid on score loans
- checking for discrepancies between versions of scores or organising for them to be checked, ensuring that the Musical Director, Accompanist(s) and SCUNA members are notified of these, and ensuring that required corrections are made
- developing and revising SCUNA publications including the Song Book, Carol Book and Kick Start Song Book as required; preparing new versions, printing, selling or distributing these as required; maintaining the short term loan copies of SCUNA publications, including storing (or having stored), distributing and collecting these publications
- maintaining the SCUNA score library, including housing the library securely or ensuring it is securely housed; maintaining the library database and performing or organising periodic audits
- creating or organising the creation of CDs of SCUNA performances as agreed by the Committee; organising the distribution and sales (as agreed) of CDs of SCUNA performances
- ensuring that copyright requirements are maintained in regard to (1) use of scores, (2) production of CDs and (3) in relation to soloists and other performers
- responding to requests from other groups for the hire of musical scores from the SCUNA score library; enacting the hire, including negotiating the number and cost of scores to be provided, collating and sending the scores, liaising with the loaning society and ensuring the scores are returned on time and in good order
- maintaining SCUNA archives (printed, audio, video, electronic); ensuring that all material relating to SCUNA activities is properly stored and that information on where it is stored is accessible and available to the Committee.

Consults with:

- Musical Director regarding most appropriate scores for proposed performances
- Musical Director regarding discrepancies between versions of scores
- Musical Director and Committee regarding proposed amendments to SCUNA publications
- Committee regarding creation of CDs of SCUNA performances
- Webmaster regarding archives as appropriate
- Treasurer regarding costs of proposed SCUNA publications, CDs and any other materials
- Committee and Treasurer regarding charges for hiring scores to other groups
- Committee regarding storage of SCUNA materials
- the Musical Director, Committee and members regarding possible breaches of copyright.

Reports to:

- Treasurer and Committee regarding any monies taken from the sales of SCUNA publication or hire of SCUNA library material
- Committee regarding development of policies relating to members' access to scores
- Musical Director regarding problems encountered in obtaining scores and solutions to these problems
- Musical Director regarding the contents of all SCUNA publications
- Musical Director prior to creating and distributing CDs of SCUNA performances
- Committee regarding storage and archiving SCUNA materials.

5. Social Secretary

Is responsible for:

- developing and fostering SCUNA's social life and positive informal interactions between members

- organising name tags for members and encouraging them to wear them at rehearsals, especially early in the semester
- organising social events throughout the year, including the Academic Dinner
- preparing a written budget for the Committee's approval in advance of these events
- organising events for camps (e.g. revue, trivia quiz etc.)
- organising and purchasing refreshments for rehearsals or ensuring that these are organised and purchased (including developing and maintaining the members' roster for this)
- organising refreshments (e.g. free pizza) for special events at the beginning of each semester, as agreed by the Committee
- organising payment for social events as required
- ensuring that accounts relating to materials etc for refreshments, events and activities are submitted to the Treasurer and are paid
- co-opting assistance as appropriate and/or necessary.
- soliciting feedback from SCUNA members regarding proposed and previous events.

Consults with and reports to:

- President and Committee regarding all of the above
- Camp Officer regarding camp activities
- Treasurer in developing budgets and any other proposals that will incur expenses for social activities.
- Treasurer regarding expenses incurred in social activities
- Committee on proposed and previous events and activities, and members' feedback on these.

6. Camp Officer

Is responsible for:

- **the camp sub-committee:**
 - in the first 2-3 weeks of the semester that *precedes* the camp itself (i.e. in semester 2 for a semester 1 camp, and in semester 1 for a semester 2 camp), forming and chairing a camp sub-committee
 - co-opting other assistance for the sub-committee as required
 - consulting hand-over documents from previous Camp Officers
 - developing an initial timeline and action plan for organising the camp
 - negotiating and allocating responsibilities as listed below.
- **the venue:**
 - in the first 4-5 weeks of the semester that *precedes* the camp itself (i.e. in semester 2 for a semester 1 camp, and in semester 1 for a semester 2 camp) , seeking the Committee's and Musical Director's advice and requirements re venues (dates, locations, spaces, equipment, security issues and requirements, costs etc)
 - locating possible venues immediately after the Committee has advised on camp requirements, visiting them if not previously used by SCUNA, and checking spaces, facilities, arrangements for cooking etc.
 - within the first 5 weeks of that semester, reporting back to the Committee and the Musical Director on possible venues and costs, and seeking their approval to proceed with a booking
 - finalising & booking the camp venue in time for the recommended venue to be secured
 - liaising between the Committee & the venue on an on-going basis prior to the camp, and meeting all camp owners' requirements regarding timing of documentation
 - in the first week of the semester in which the camp is to be held, providing a written description of the camp venue, location, requirements, costs etc, for inclusion in the weekly newsletter
 - regularly updating information for inclusion in the newsletter.
- **the budget:**

- on the basis of information gained in the semester preceding the camp, and no later than two weeks after the beginning of the semester in which the camp is to be held, consulting with the Treasurer in preparing an initial written budget for the camp to present to the Committee
- updating this budget and keeping the Treasurer and Committee informed of major changes

- **organisation:**

- reporting to the Committee and Treasurer on progress and major developments regarding the camp
- handing out & collecting camp forms and any other necessary documentation in a timely manner
- allocating rooms & rehearsal spaces
- in consultation with the Music Director, preparing a timetable for rehearsals
- in consultation with the Social Secretary, preparing a timetable for other activities and events
- ensuring that all attendees understand and abide by venue requirements prior to and during the camp
- ensuring members' enjoyment, comfort and security at the camp
- ensuring that the venue is used and left as required by venue managers/owners
- ensuring that all bills and other accounts are forwarded to the Treasurer and paid to camp owners
- soliciting feedback from SCUNA members on previous and future camps
- seeking assistance from the Committee and SCUNA members as necessary
- seeking members' feedback on the camp immediately after it is held and reports on this to the Committee.

- **food**

- finding cooks

- ensuring that members' dietary restrictions are accommodated

- planning each meal

- purchasing all food supplies

- organising rosters for washing up, cleaning and other duties, and ensuring that those carrying these duties know what they have to do, and that these duties are fully carried out.
- for on campus camps and whole day extra rehearsals, purchasing food supplies and organising morning and afternoon tea, and lunch.

- **social activities and entertainment**

- ensuring that requirements for camp social activities and entertainment are met (spaces, equipment etc)
- for 'at home' camps, seeking members' preferences regarding a venue for the dinner and booking this.

Consults with:

- Committee on possible venues, nominated venue and on-going organisational matters
- Treasurer regarding budget for the camp
- President regarding on-going issues related to the camp
- Musical Director, Assistant Conductors, Chorus Master and Accompanist(s) regarding:
 - special requirements and relevant details regarding the camp venue prior to the final decision on the venue and on an on-going basis
 - preparation of timetable for rehearsals and other events

Reports to:

- Treasurer regarding all expenses (proposed and incurred)
- Committee regarding:
 - budgets, venues, facilities, camp organisation, arrangements for meals and any other major issue

- members' feedback on the camp once it is over
- the Musical Director and President regarding:
- the proposed timetabling at the camp
- any problems encountered at or in connection with the camp.

7. Webmaster

Responsible for:

- designing, developing and maintaining the SCUNA website
- ensuring that the website is informative, easy to negotiate, attractive and conforms to all requirements for ANU websites
- locating documents and external websites that are potentially useful for SCUNA members and providing links to these materials on the SCUNA webpage
- updating the website on a regular and timely basis (minutes, events, photos, midi files etc)
- seeking the Committee's and members' recommendations on the website
- assisting and advising Committee members in their use of the SCUNA gmail account.

Consults with:

- the Publicity Officer and Committee regarding layout, design and information to be made available on the website
- the Secretary regarding posting minutes on the website
- SCUNA members regarding their feedback on and suggestions for the website.

Reports to the President and Committee.

8. Student Representative

Is:

- elected to represent student interests on the Committee
- a Student Member of SCUNA.

Responsible for:

- soliciting Student Member opinions on any matter related to the running of the Society and reporting these views to the Committee
- any other duties as agreed between the Student Representative and the Committee, including assisting other Committee members.

Consults with the President, Musical Director and the Committee regarding

- Methods of obtaining student views and feedback
- Information obtained regarding student views and feedback.

ASSISTANTS TO COMMITTEE MEMBERS

The aim in developing these roles is to lighten the workload of Committee members where specific tasks can be identified and carried out relatively independently. This group does specific tasks in close co-operation with and reporting to their Committee counter-part. This group can be elected or co-opted. They are not expected to attend Committee meetings but may if they wish and have speaking rights in any meeting they attend.

1. Assistant Treasurer

As agreed with the Treasurer:

- assists the Treasurer in collecting membership fees and record-keeping
- any other duties, advice or support that are mutually agreed.

2. Assistant Secretary (Membership)

As agreed with the Secretary:

- enters and updates membership information on an Excel data sheet and the gmail contact list
- develops and updates the roll for each section, and collects attendance details at each rehearsal
- replies to basic enquiries regarding joining SCUNA, rehearsal times etc.

3. Assistant Concert Manager (Program Preparation)

In consultation with and support from the Musical Director, the Concert Manager, the Publicity Officer and the Committee:

- prepares a draft of the program for SCUNA performances (including: front cover; order of items; program notes; texts; translations; information about conductors and soloists; choir list; information about SCUNA)
- designs the program format etc or has it designed as agreed by the Committee
- determines a timeline for the production of the program and advises the Committee on this
- obtains material for the draft program (e.g. program notes; performers' list) from appropriate sources
- ensures that the program complies with copy-right laws and acknowledges the sources of material it contains
- submits the draft to the Musical Director and Committee for approval or ensures that the Concert Manager submits this
- submits the draft to an experienced copy editor or equivalent for proof-reading
- obtains information from the Program Manager on how many programs should be printed
- in consultation with the Treasurer, gets quotes for printing the program and approval (directly or through the Concert Manager) for these quotes from the Committee
- in consultation with the Treasurer, recommends to the Concert Manager and/or the Committee whether or not a charge should be made for the program and, if so, how much
- has printed or ensures that copies of the program are printed
- ensures that the programs are available at front-of-house in good time for the performance
- organises for monies to be collected from the sale of programs if it has been decided to charge for the program
- ensures that these monies are given to the Treasurer.

4. Assistant Concert Manager (Front of House & Ticketing)

In co-operation with the Concert Manager and, where relevant, the Publicity Officer:

- Organises all aspects of front of house for one or more SCUNA events, i.e.:
 - obtaining or printing tickets
 - manning and finding others to assist in manning the front-of-house desk
 - organising the lay-out at front of house for sale of tickets, distribution of programs and any other SCUNA material (e.g. publicity for other events)
 - ensuring that all monies collected are secure and go to the Treasurer
 - co-opts and organises other helpers as required.

5. Assistant Camp Officer (Camp Meals, Refreshments and Purchasing)

In co-operation with the Camp Officer:

- is part of the Camp sub-committee if one is formed
- takes responsibility for all aspects of meals, refreshments and purchasing for a camp
- organises cooks and clean-up rosters

- co-opts other helpers as required
- helps ensure that those on clean-up rosters know what's required and that cleaning is properly done.

6. Assistant Social Secretary (Rehearsal Refreshments)

In co-operation with the Social Secretary:

- assists in ensuring that refreshments are purchased and maintained for rehearsals
- monitors the operation of the members' roster.

7. Assistant Librarian (Cataloguing)

Assists the Librarian in cataloguing music scores and other SCUNA material.
