

SCUNA
Full Committee Meeting

Seminar Room A, Coombs Building
5 pm, Monday 25 May, 2009

DRAFT MINUTES

1. Present: Petra (chair); Helen (minute secretary); Nat; Fiona; Susannah; Caitlin; Sue??

Apologies: Cody; Sandie; Geoff.

People, could you please check for accuracy – attendance now a blur and I forgot to note this.

2. Confirmation of previous minutes

The minutes from the 18 May full committee meeting were ratified.

3. Report from Orchestra.

The President reported that she had received a letter informing her that a new student orchestral society was being formed by some SCUNA orchestra members. She also reported that the Musical Director supported this development and that SCUNA would not mount any orchestral events in semester 2 in order to allow the new society to establish itself.

5. Schubert concert: finances

The Treasurer tabled the attached report, which the committee approved. [Nat. can you send me an electronic copy please?]. The Treasurer also reported that all payments arising from this concert had been made.

6. Draft constitution

Discussion focussed on the sections relating to the Executive and Trustees. The proposal that Trustees should be appointed from within an elected Committee was rejected and the following clauses approved (in favour: 4; against: 2):

Section 7

- (i) The Executive Office-Bearers of the Society shall be the President, the Secretary and the Treasurer whose duties shall be as per section 11 of this Constitution.

Section 9

- (i) Three Trustees of the Society shall be the President, Secretary and Treasurer of the Committee.
- (ii) Subject to clause 9 (iii) below, all Members are eligible to be a Trustee.
- (iii) An absolute majority of the Trustees must be Student Members.

The meeting was adjourned at 6:40 pm to reconvene at 6 pm on Wednesday 27 May.

SCUNA
Full Committee Meeting

Seminar Room A, Coombs Building
6 pm, Wednesday 27 May, 2009 (reconvened from Monday 25 May)

DRAFT MINUTES

1. Present: Petra (chair); Helen (minute secretary); Nat; Susannah; Caitlin; Cody.
Apologies: Geoff; Fiona; Sandie.

2. Draft constitution

Attachment 1 was considered and decisions taken as recorded there.

4. Role statements

Attachment 2 was considered and approved with some revisions as recorded there.

It was agreed that Attachments 1 and 2 should be sent out to members for consideration prior to the AGM.

5. Survey of members

It was agreed that Attachment 3 should be sent out to members.

6. Arrangements for Bush Week Carols

It was reported out of session that Sandie was attempting to find a SCUNA member to take responsibility for organising this.

No dates were set for further committee meetings.

The meeting closed at approximately 7:45 pm

ATTACHMENT 1

Committee Decisions/Motions on the Constitution

The following is formulated in an endeavour to focus the discussion on key points that must be decided (yes/no/changed to get agreement) in this evening's meeting, whether formally voted on or simply agreed by all present. (A motion on the Executive and Trustees is not included, since this was decided by vote on Monday).

I've attempted to arrange these decisions thematically and in order of importance for SCUNA's future directions, i.e. accepting or rejecting them has important and differential consequences as has been identified in previous discussions.

In each case, we need to decide (yes/no/an alternative) on the proposal that the current Constitution should be changed in line with the current draft (27 May 2009) as follows:

Re SCUNA membership and voting

Decision/Motion 1: clauses 6 (i), (ii) and (iii) viz.

- (i) Student Membership of the Society is open to all ANU students who have paid the relevant membership fee of the Society.
- (ii) Non-Student Membership is open to all persons other than those specified in 6(i) of this Constitution who have paid the relevant membership fee of the Society.
- (iii) Non-Student Members may be charged a higher membership fee (or variable levels of fee for students not from the University or other concessionary categories) than that charged to Student Members, may be charged a higher fee than Student Members to attend events staged by the Society, but otherwise shall have the same rights as Student Members in accordance with this Constitution.

Agreed without dissension.

Decision/Motion 2: clauses 13 (iv), (v) and (vi), viz.

- (iv) A quorum at a general meeting shall be one fifth of all Members and the smaller of the following:
 - (a) One fifth of all Student Members; or
 - (b) 15 ANU Student Members.
- (v) Subject to this Constitution, decisions of a General Meeting are by a simple majority of Members present who cast a vote.
- (vi) All Members are eligible to vote.

Decision/Motion 3: clause 14 (iii), viz.:

- (iii) All Members may vote for the Committee at a General Meeting.

Agreed without dissension.

Re the Musical Director's Relationship with the Committee

Decision/Motion 4: clause 8 (ii), viz.

- (ii) The Committee shall also include the Musical Director.

Agreed without dissension.

Decision/Motion 5: clauses 8 (xii), viz

(xii) Each Committee position ... shall be entitled to one vote within the Committee.

Rejected in respect of the Musical Director (2 votes against; 1 in favour) on the argument that the Musical Director had the power of veto over musical decisions as per clause 15 (iv).

Decision/Motion 6: clauses 15 (i) – (v) and (x):

(i) The Committee shall have ultimate responsibility for appointing a Musical Director, one or more Associate Conductors, one or more Accompanists and a Chorus Master for such periods as it deems appropriate.

(ii) The Committee shall be responsible for instituting appropriate procedures for appointing the Musical Director, Associate Conductors, Accompanists and Chorus Master.

(iii) The Musical Director shall be the Chief Conductor of SCUNA.

(iv) The Musical Director shall decide all matters of musical program and SCUNA's artistic vision in consultation with the Committee and, as relevant, the Associate Conductors, Chorusmasters and Accompanists

(v) The Committee may, by a majority vote, formally request the Musical Director to reconsider any decision made under clause 15 (iv). Upon receiving such a request, the Musical Director must reconsider his/her decision. If the Committee remains unsatisfied with the decision of the Musical Director, they may exercise their powers under clause 15 (x).

(x) The Committee shall have the power to terminate the appointments of the Musical Director, the Associate Conductors, Accompanists and Chorus Master before the expiry of their terms of appointment.

(xi) The Committee, in consultation with the Musical Director, shall have complete discretion as to who qualifies as a regular Chorusmaster or Accompanist for the purposes of section 15 (i) of this Constitution.

Agreed without dissension.

Re Committee Membership

Decision/Motion 7: clauses 8 (i), (iv) and (x), viz.

(i) The Committee shall contain at least the following Office-Bearers: the Executive Office-Bearers, the Concert Manager, the Publicity Officer and the Librarian.

(iv) The Committee shall also include other Officer-Bearers at its or the Society's discretion, for example: Vice President, Immediate Past President, Webmaster, Camp Officer, Social Secretary, Student Representative.

(x) A quorum for a Committee meeting is an absolute majority of the Office Bearers named in section 8 (i) above.

Agreed without dissension.

Decision/Motion 8: clause 14 (iv), viz.:

(vi) Subject to section 9 (iii), all Members are eligible to be elected to the Committee.

Agreed without dissension.

Re Committee Voting

Decision/Motion 9: in regard to clauses 8 (xii) and (xiii) and clause 12 (ii), respectively “Each Committee position as specified in 8 (i), (ii) and (iv) above shall be entitled to one vote within the Committee” and “Where voting occurs, decisions of the Committee are by simple majority of members present who cast a vote” and “Policies and procedures must be passed by at least a simple majority of the Committee present and voting at a meeting of the Committee; where the vote is tied, the decision rests with the Chair”,

It is agreed that:

1. Those specified in clauses 8 (i) and (iv) shall be entitled to one vote within the Committee.

Agreed without dissension.

It was further agreed that the following provision should be added:

Where the vote is tied in the Committee, the decision rests with an absolute majority of Executive members.

Re the Executive’s Joint Responsibilities

Decision/Motion 10: clauses 7 (v) and (vi), viz.

- (v) At least two Executive Officer-Bearers must authorise payments over \$400.
- (vi) The Executive Office-Bearers shall collectively have overall responsibility for the proper running of the Society.

Agreed without dissension.

Re Committee Members’ Duties

Decision/Motion 7: clause 11 (i) e, viz.:

The President’s duties include:

- e. having consulted fully with relevant Committee members, making decisions in cases where these decisions are urgently required and where the Committee has not previously ruled on any matter, until such time as the Committee may decide so to rule;

Agreed without dissension.

Decision/Motion 8: clause (i) f, g, h and i, viz.

The President’s duties include:

- f. in co-operation with relevant Office-bearers, guiding and monitoring the Society’s operations, including major payments and salaries;
- g. in co-operation with the Musical Director and the Treasurer, arranging for the hiring of soloists and accompanists where necessary;
- h. 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;

- i. in co-operation with the Musical Director, liaising with individuals and bodies outside the Society in promoting the Society's aims and objectives as set out in section 4, including other musical organisations and potential soloists, and representing the Society in its relations with outside organisations and individuals.

Agreed without dissension.

Decision/Motion 9: in regard to the Concert Manager and Publicity Officer duties,

The following clause should be included:

liaising with the Musical Director, President and Treasurer as necessary or appropriate regarding these duties.

Agreed without dissension.

Re all Other Changes to the Current Constitution

Decision/Motion 10

All other changes are considered minor. They are in line with the intentions of the decisions made above or will be changed to reflect these intentions. On the latter condition, they are agreed.

Agreed without dissension.

Attachment 2

SCUNA MANAGEMENT STRUCTURE **AND ROLE STATEMENTS**

28 May 2009

The management structure and draft role statements were discussed by the Committee mainly in regard to the Publicity Officer's role. The text in this attachment contains the changes requested by Committee members.

Management Structure

It is proposed that 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 (trustee)
Treasurer (trustee)
Secretary (trustee)

As Trustees, two of the three Executive must be Student Members.

(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.

(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 Concert Manager (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 new roles (Vice President and Assistants to Committee members) are designed to lessen the workload for Committee members and hopefully encourage people to come forward.

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

Has:

- a deliberative and casting vote in committee, sub-committee and 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)
- 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 approved, 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
- 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 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 for:
 - a. re-affiliation at the beginning of each year
 - b. at the end of each calendar year
 - c. events when applying for SA grants
 - d. 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 daily
- monitoring all matters relating to the health of SCUNA's budget and raising issues as appropriate
- in consultation with the President, 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

- overall coordination and organisation of concerts, including 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
- 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 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 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.

SCUNA Membership Feedback Survey

1. Are you (choose/tick one of the following):
 - *an ANU undergraduate student*
 - *an ANU graduate student*
 - *an ANU alumnus*
 - *an under graduate or graduate student in another institution*
 - *none of the above.*

2. Can you sight read musical scores? (choose/tick one of the following)
 - *Yes/No/A bit.*

3. Did you sing in any of the following recent SCUNA performances?
 - The Fauré Requiem *Yes/No*
 - The Kick-Off Concert *Yes/No*
 - The Brahms Requiem *Yes/No*

4. If you did **not** sing in the Brahms Requiem, was it because (you may choose/tick more than one):
 - *Study commitments prevented you*
 - *Work commitments prevented you*
 - *Illness prevented you*
 - *The music didn't interest you*
 - *The music was too difficult*
 - *The other people in the choir didn't interest you*
 - *Something else prevented you (please explain):* _____

5. If you participated in rehearsals this semester (whether or not you performed in the Brahms Requiem), how much have you enjoyed:
 - The music (choose/tick one of the following) *A lot/Somewhat/Not much*

 - Learning more about singing and music (choose/tick one of the following)
A lot/Somewhat/ Not much

 - Interacting with the other choir members (choose/tick one of the following)
A lot/Somewhat/ Not much

 - What other things have you enjoyed? (please elaborate):

 - What other things have you not enjoyed? (please elaborate)

6. Are you planning to seek nomination for a Committee or Assistant Committee position at the forthcoming AGM?
Yes/No/Maybe

7. **If you're not an ANU student**, to what extent does/would the following deter you from nominating for a Committee position:

- That non-ANU students cannot vote for the committee (choose/tick one of the following) *A lot/Somewhat/Not at all.*
 - That ANU students must hold two of the following three positions—President, Treasurer, Secretary (choose/tick one of the following) *A lot/Somewhat/Not at all.*
8. **If you *are* an ANU student**, how does/would the following factors affect your decision to nominate for a Committee position:
- That two of the President, Secretary and Treasurer positions are reserved for ANU students – (choose/tick one of the following)
It encourages me to nominate/it discourages me from nominating/it makes no difference.
 - If the majority of positions could be held by non-student members – (choose/tick one of the following)
It would encourage me to nominate/it would discourage me from nominating/it would make no difference.
9. Do you have any other comments or suggestions about SCUNA that you'd like to make?

Thank you for taking the time to give the Committee your views.