

## President Duties

- Preside at all meetings of the Society
- Be the primary facilitator of the Executive Board
- In collaboration with the Secretary, gather Board members agenda items and prepare the agenda for Board meetings (1 hour per month).
- Undertake the business of the Board
- Is an ex official member of all the Committees of the Association
- Create and maintain good relationships with Board Members
- Be respectful to the Board Members and members of the Association
- Serve as an Ambassador of the Association
- Assist signing officers with registering with the bank and ensure that they are aware of how to approve e-transfers and transactions when necessary.
- Share signing authority for banking/financials with the Vice-President, Secretary and Treasurer. Approve or second e-transfers, or sign cheques when needed. (~1 hour/month; **this task requires promptness**)
- Sign and approve contracts

## Vice President Duties

- Attend monthly Board meetings as a voting member
- Be responsible for all duties of the President in the absence of the President.
- Assist the president in certain tasks such as:
  - Writing letters to members to thank them for volunteering, major donations, etc.
  - Act as liaison with the Webmaster to ensure information posted is correct, in conjunction with choir and band representatives
  - Organizing a monthly newsletter by collecting articles from Group Representatives, the President and occasionally other Board Members.
- Perform duties of the Board as necessary; for example
  - assisting with finding a producer for and organizing major events such as the Spring and Christmas Concert.
  - arrange for venues for rehearsals and major concert events.
- Share signing authority for banking/financials with the President, Secretary and Treasurer. Approve or second e-transfers, or sign cheques when needed. (~1 hour/month; **this task requires promptness**)
- Sign and approve contracts as required

## Treasurer Duties

- Receive and account for all monies paid to the Society
- Operate bank accounts as necessary
- Maintain an up-to-date membership list and membership fees
- Present financial statements to the board on a regular (monthly) basis and at the annual general meeting

### DETAILED DUTIES OF THE TREASURER (16 hours/mo)

The Treasurer shall:

- Receive and account for all monies paid to the Society (8 hours/mo)
  - Provide detail on all revenue to the Contract Accountant.
  - Provide information to Group Reps. to help them track overdue accounts.
  - Receive all invoices to VWMA; record, code for payment by Accountant
  - Prepare financial submissions to AGLC, AFA, CRA
- Operate bank accounts as necessary (2 hours/mo)
  - Make deposits of cash and cheques as required.
  - Ensure that signing officers have registered with the bank and that they know how to approve e-transfers and transactions when necessary.
  - Ensure the contract Accountant receives all banking information as required.
  - Open and close accounts to ensure the proper separation of funds.
  - Store the event cash box and provide a cash float for events as required.
- Maintain an up-to-date membership list and membership fees (2 hours/mo)
  - Work with the webmaster to maintain and record current membership lists.
  - Ensure an annual year-end membership list is saved in archive files.
- Present financial statements at the annual general meeting and to the Board as necessary (4 hours/mo)
  - Draft annual budget for Board approval, including setting membership fees
  - Work with the Contract Accountant to prepare monthly financial reports and present and discuss these reports at monthly Board Meetings.
  - Support the Board in its work by providing financial information for other board members
- Share signing authority for banking/financials with the President, Vice-President, and Secretary. Approve or second e-transfers, or sign cheques when needed. (~1 hour/month, **this task requires promptness**)

## Secretary Duties

- Record the proceedings of all meetings of the Society:
- Gather Board members agenda items and prepare the agenda for Board meetings in collaboration with the President. (1 hour per month)
- Take Minutes at meetings (attend a two-hour meeting per month)
- Prepare Minutes and send to Board members within a week of the meeting (1 - 2 hours/month)
- Ensure the most current version of the Association By-Laws are kept in Association files.
- Keep custody of all records and Minutes of the Society, including organizing and updating documents/records throughout the year. (Hard copies of VWMA records are kept in storage at the VWMA storage facility. Digital copies of records are saved to the VWMA Google Drive.) (~1 hour/month or as required) Prepare or help to prepare VWMA external correspondence. (occasional)
- Prepare or help to prepare announcements to the Membership. (occasional)
- Complete and send in the annual return to the Alberta the Societies Act and/or assist the bookkeeper with this task. (2 hrs./yr.)
- Complete and send in the CRA annual return and/or assist the bookkeeper with this task. (1-2 hrs./yr.)
- In the case where a VWMA Group membership at another organization is obtained for the benefit of the membership (eg. ArtsPlace) and this Group Membership requires the collection of contact information, ensure that the members give approval to distribute their contact information to the other organization. Also ensure there is a record of approvals given. (5 – 10 hours per year)
- Share signing authority for banking/financials with the President, Vice-President, and Treasurer. Approve or second e-transfers, or sign cheques when needed. (~1 hour/month, but this task requires promptness)
- Keep a mail key and pick up the VWMA mail at regular intervals from Canmore's downtown Post Office (shared task with Treasurer or President).
- Optional opportunities to join working groups (time as specified by those tasks)

## **Choir Representative duties (Choir Chordillera and Men of the Mountains)**

- Attend monthly board meetings as a voting member
- Act as the liaison between the Board and the choir(s)' Music Director(s)
- Communicate choir issues/news at Board meetings through a monthly written report
- Communicate Board information with choir membership at rehearsals or through email correspondence
- Liaison with Music Directors to send out emails to the membership (24 hour turn around)
- Keep track of the Music Director's attendance at scheduled practices and the number of practices actually held, as outlined in the Music Directors' contract
- Coordinate with the Registration Coordinator regarding membership and any new members
- Email VWMA/choir orientation and welcome to new or potential new members
- Act as liaison with the Webmaster to ensure information posted is correct.
- Upon completion of the Spring Concert, conduct post-season interviews with the choir's Music Director(s) to review the previous season and solicit considerations for the new season.
- Initiate and participate in crafting the music directors contracts. Once a draft contract is developed, based on parameters outlined by the Board for the next music season, present the draft contract to the Music Director(s) for comments, and then take it back to the Board. The choir representative does not need to negotiate this new contract; this is the responsibility of the Board. (May - finalized and signed by June 30)
- Determine winter/spring rehearsal schedule including September and January start dates with Music Directors, based on the number of rehearsals outlined in contract.
- At the start of a new season, ask for an Event Producer and a team representative of members from the choir(s) and bands for planned concerts. (Winter and Spring)
- Act as liaison with the Event Production Committee
- Assist with ad hoc Board committee work

## **Band Representative Duties (Jazz and Concert Band)**

- Attend monthly board meetings as a voting member
- Act as the liaison between the VWMA Board and the concert band Music Director(s)
- Communicate concert band issues/news at Board meetings through a monthly written report
- Communicate Board information with band membership at rehearsals and/or through email correspondence
- Liaise with band Music Directors to send out emails to the membership
- Keep track of the concert band Music Director(s) attendance at scheduled practices and the number of practices actually held, as outlined in the concert Music Directors' contract
- Coordinate with the Registration Coordinator regarding membership and any new members
- Email VWMA/ band orientation and welcome to new or potential new members
- Act as liaison with the Webmaster to ensure information posted is accurate
- Upon completion of the Spring Concert, conduct post-season interviews with the band Director(s) to review the previous season and solicit considerations for the future season
- Initiate and participate in crafting the band Music Director's annual contract(s)
- Once a draft contract is developed, based on parameters outlined by the Board for the next music season, present the draft contract to the band Music Director(s) for comments, and then take back to the Board. The band representative does not need to negotiate this new contract; this is the responsibility of the Board. This should occur in May or June but should be finalized by June 30.
- Determine winter/spring rehearsal schedule including September and January start dates, with concert band Music Directors
- At the start of a new season, ask for an Event Producer and a team representative from the band to help organize concerts. (Winter and Spring)
- Act as liaison with the Event Production Committee to the band
- Assist with ad hoc Board committee work

## Member at Large Duties

- Attend monthly Board meetings as a voting member
- Serve on a minimum of one committee and take on duties as required by the Board. Examples are:
  - Webmaster: Looks after website/technology, membership/registration, communications, and choir digital music files. (This role could be a shared duty involving other Members at Large and people from the General Membership.)
  - External funding applications such as Alberta Fine Arts Association and Rotary grants
  - Volunteer Appreciation (this role is currently open) (20 hours/year)
  - Look after (or recruit a general member) VWMA hard assets in storage (eg: sheet music, stages and trailer)
  - Book meeting rooms
  - Assist with concert venue research and booking
- Become familiar with the roles of the President, Vice-President, Treasurer and Secretary to provide support when required and to take on one of these roles when a current a position needs to be filled