

Aranda Music Program

aranda.music.program@bigfoot.com

Committee Positions & Duties

Convenor	<ul style="list-style-type: none">• Provide main point of contact for the program• Liaise with the school about ANY changes to the format or day-to-day running of the Program• Chair Committee meetings• Write and present a report to all committee meetings• Attend the P&C AGM and other P&C meetings as required to report on the operation of the Program• Keep tutors informed via several newsletters throughout the year• Liaise with the P&C and the school about any major purchases made with Program funds• Arrange for piano tuning & keyboard repairs
Secretary	<ul style="list-style-type: none">• Maintain the records of the Committee, including tutor contracts, tutor police checks, forms & minutes• Take minutes at each general meeting and AGM and provide copies at the next meeting• Provide an agenda (in consultation with Convenor) for each meeting• Maintain an up-to-date list of Committee contact details and provide to Committee, P&C and school• Maintain an up-to-date room usage chart and provide copies to the school office, the convenor, Afters and all teachers whose classrooms or offices are used for lessons• Ensure copies of the room usage chart and Committee contact list are displayed on the committee notice board• Maintain and update nametags on Committee pigeonholes• Deal with correspondence• Arrange for Program photocopying to be done• Maintain inventory of equipment
Treasurer	<ul style="list-style-type: none">• Collect, receipt and bank registration forms• Follow up non-payment of fees (with tutor coordinators)• Prepare a financial report for each committee meeting• Seek committee approval for payment of bills (at meetings), and pay bills by cheque following approval• Have the books audited at the end of each year (January) and prepare an Income and Expenditure statement for the year to be tabled at the AGM and forwarded to the School's AGM• Organise payment of 40% of registration fees collected to that date to the school by 30 June each year)
Tutor Coordinators	<ul style="list-style-type: none">• Maintain an up-to-date listing of names and contact numbers for all tutor's students (and pass onto Master List coordinator)• Inform convenor & Master list coordinator of any changes in times of lessons or students pulling out of lessons• Liaise with convenor if tutors wish to change times or days of teaching• Liaise with parents over any cancellations of lessons or changes to timetable• Liaise with Newsletter Editor to advertise any vacancies in the School Newsletter• Ensure tutors are getting bills out in first two weeks of each term• Follow up non-payment of fees• Ensure that students filling vacancies throughout the year have completed an enrolment form and paid the registration fee• Assist with start of year timetabling of lessons (under the direction of the convenor)• Distribute forms to tutors/parents as required
Newsletter Editor	<ul style="list-style-type: none">• Place notices in the school newsletter advertising any vacancies and giving details of meetings and concerts (notice to be lodged by 9am Wednesday)• Write stories about concerts, performances, etc
Concert Organiser	<ul style="list-style-type: none">• Coordinate mid-year and end-of-year concerts
Master List coordinator	<ul style="list-style-type: none">• Keep master list of students up-to-date (including room usage, tutor and coordinators contact details)
Enrolments Coordinator	<ul style="list-style-type: none">• Co-ordinate start-of-year enrolments and timetabling of lessons
Web master	<ul style="list-style-type: none">• Keep web site content up-to-date, especially access to forms.
