

## **MSO: ROLES OF THE COMMITTEE MEMBERS**

### **MUSICAL DIRECTOR: ROLE AND REPONSIBILITIES**

**Current incumbent: Andrew Del Riccio**

#### **Direct rehearsals and concerts**

- Conduct rehearsals. This includes planning the preparation of works over a series of rehearsals and communicating this to the orchestra.
- Conduct concerts. This includes giving any necessary speech of address to the audience to explain the concert proceedings, the music, soloist or other compliance information, such as emergency exits, etc.

#### **Plan rehearsals**

- Rehearsal plan to be organised and communicated to the orchestra, normally on the website or by email communication.

#### **Plan concert programs**

- Plan annual programs of works.
- Consult with the committee, orchestra and concert master on suitability and popularity of pieces, soloists and guest conductors.
- Plan for a guest conductor each calendar year.
- Consider the orchestra's financial position with regard to cost of sourcing music.
- Present an ongoing musical development plan.

#### **Contact and engage soloists with the consent of the committee**

- Ensure suitable soloists are engaged to perform with the orchestra, and are available for a sufficient number of rehearsals

#### **Plan musical development of the orchestra**

- Consider ongoing musical issues in all sections and how best to assess them
- Plan repertoire that will assist the above
- Seek opportunities for soloist performances of members where appropriate

#### **Consult with the orchestra on repertoire, soloist and other pertinent matters**

- Maintain communications through weekly emails through membership secretary, web forum and communicating at rehearsals and performances

#### **Assist and liaise with other members of the committee:**

Assist librarian in sourcing, copying and editing music and scores for all concerts

Assist membership secretary with finding new members, extra players

Liaise with concert master and section leaders in matters of bowing, seating

Consult with committee in any and all matters that affect the orchestra

Represent the orchestra as needed at public events, to local council and other organisations.

## **PRESIDENT: ROLE AND RESPONSIBILITIES**

### **Current incumbent: Bridget Wilcken**

- To be the public face of the orchestra
- To represent the orchestra as needed at public events, to local council and other organisations and in correspondence
- To organise the timing and calling of meetings
- To chair all committee, annual general and other meetings
- To oversee the activities of the committee
- To consult with the committee as necessary

## **SECRETARY: ROLE AND RESPONSIBILITIES**

### **Current incumbent: Dan McNamara**

- Record and distribute the minutes of committee and other meetings
- Maintain a record of correspondence
- Arrange for monitoring of the PO box
- Consult with committee members as necessary

## **MEMBERSHIP SECRETARY: ROLE AND RESPONSIBILITIES**

### **Current incumbent: Dan McNamara**

- Maintain an accurate list of current concert players and supplying copies to Librarian for music sign-out, Treasurer, and Program Editor for players list.
- Respond to new member enquiries and keep details of more experienced players who can be contacted in the future if a vacancy occurs. Maintain database of former players.
- Answer queries from visitors to website seeking information
- Contact current concert list of players weekly during each program with rehearsal reminders
- Collect all apologies from players unable to attend, to be announced at rehearsal;
- Take attendance at every rehearsal and following up absences
- Create and distribute an Availability Survey for the next concert, to be sent out in the week prior to the current concert; collating responses for concert planning.

## **TREASURER ROLE: AND RESPONSIBILITIES:**

### **Current incumbent: Rufina Ismail**

- Maintain an accurate financial record of the orchestra's activities.
- Organise for payments of orchestra's debits, subject to committee approval.
- Collecte member subscriptions each school term.
- Prepare a financial statement for the AGM in accordance with requirements for an incorporated association.
- Assist in organising ticket sales at concerts
- Consult with other committee members as necessary.

## **PUBLICITY MANAGER: ROLE AND RESPONSIBILITIES**

### **Current incumbent: Linda Entwistle**

- Organise for publicity of the orchestra to present a positive face to the community.
- Organise for posters, fliers and programs to be designed, printed and distributed
- Manage the website and social media
- Arrange for on-line ticketing
- Build and maintain a list of agencies that can be used to further publicise the orchestra, such as media, radio stations, other organisations, council, etc.
- Consult with other committee members as necessary.

## **LIBRARIAN: ROLE AND RESPONSIBILITIES**

### **Current incumbent: Bob Clampett**

- Maintain the orchestra's library so that it can be used. Source missing parts, repair parts, etc. as necessary. (*The library in maintained in the librarian's house*)
- Maintain a catalogue of the library.
- Source music for all performances, in consultation with the MD in a timely manner.
- Distribute and collect all parts from members, maintaining a record of who has which part as necessary.
- Consult with other committee members as necessary.

## **PUBLIC OFFICER: ROLE AND RESPONSIBILITIES**

### **Current incumbent: Greg Hanna**

A public officer is the official point of contact for an incorporated association and one of the authorised signatories. The public officer is responsible for:

- notifying NSW Fair Trading of any change in the association's official address within 28 days
- collecting all association documents from former committee members and delivering the documents to the new committee member
- returning all association documents to a committee member within 14 days, upon vacating office
- acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible
- custody of any documents as required by the constitution.

## **ORCHESTRA MANAGER: ROLE AND RESPONSIBILITIES**

### **Current incumbent: vacant (Karly currently acting)**

#### **Rehearsals:**

- Ensure the correct and timely set-up
- Oversee food and drink arrangements for rehearsal interval
- Ensure that podium, any relevant instruments etc are put away correctly (not blocking fire exit).

#### **Concerts:**

- Ensure present(s) as required for soloists are arranged
- Arrange for interval/after concert tea/coffee and champagne etc
- Ensure correct and timely set-up for orchestra
- Ensure correct and timely set-up for ticket sales and interval drinks etc

## **SPONSORSHIP MANAGER (new position)**

### **Acting incumbent Bob Clampett**

- Maintain a list of sponsors, including dates funding levels, requirements and reciprocal gestures from the orchestra.
- Communicate regularly with sponsors, appraising them of how they're money is being used.
- Negotiate renewals of sponsorships from existing sponsors
- **Research, investigate and source new sponsors with assistance from the entire MSO community.**
- Communicate sponsors' needs to the relevant committee of orchestra members. For example, arts work to Linda for programs, repertoire requests to Andrew, etc.

## **ORCHESTRA PLAYERS MEMBERS: ROLE AND RESPONSIBILITIES**

### **Current incumbents: Emily Jones, Karly Melas, Calvin Ng**

- Being available for players to approach with questions/concerns/feedback
- Passing on the above from players to the committee where appropriate
- Making suggestions to the committee which might improve the playing experience for members
- Giving a player's perspective during committee meetings
- Passing on repertoire or other suggestions from players to the committee

## SECTION LEADERS GUIDE

Section leaders play a pivotal role in the orchestra in the execution of the conductor's musical vision. They ensure their section's quality, cohesion and overall enjoyment.

### **Rehearsals**

Sector leaders guide their sections towards achieving their performances in cooperation with other sections. Encourage players to become stronger and more confident through praise and assistance. Identify awkward passages that may need further attention to both the conductor and your section.

If you unable to attend a rehearsal, discuss with musical director so that a substitute can be arranged.

### **Bowings**

Bowings and other changes are sourced from the SSO or other professional orchestras as a starting point. Changes should be finalised as early in the season as possible and communicated to the rest of your section, either during rehearsal or via the website.

### **Section**

Each section leader is required have a seating plan for the section to assist

- the conductor (especially guests) in getting to know players;
- membership secretary for the printing of programs and photographs (required 3 weeks before a concert); and
- players to confirm the parts to practice (for divisi)

At times, your help in sourcing extra players may be required.

Lastly, the orchestra seeks make this an enjoyable experience for all members. Should problems or concerns arise, please discuss this with the conductor or committee member.

## MOSMAN SYMPHONY ORCHESTRA – MEMBERS' GUIDE

### Rehearsals

The orchestra rehearses on a weekly basis (in line with school terms) on:

- Weekly - Wednesday 7:30pm to 10:00pm
- Week of the concerts – Monday, 7:30pm to 10:00pm

The membership secretary sends out a questionnaire at the beginning of each season to gauge availability. This helps the orchestra identify any gaps that will need to be filled and print final programs for the concert.

A reminder is sent each week prior to rehearsal. If you cannot make rehearsal, please let us know at [director@mosmanorchestra.org.au](mailto:director@mosmanorchestra.org.au) so we don't worry about you. ☺

### Tuning

Players should pre-tune their instruments (A = 442) prior to rehearsals to speed up the ensemble tuning. The concertmaster will then invite each section to tune. To allow other players to tune quickly, please refrain from talking or playing.

### Sheet music and bowings (for strings)

**Music is available from the librarian at the beginning of each season. Each part is numbered and signed for. Parts can be returned at the end of each concert by placing them in the yellow boxes in the warm-up room.**

For string players, bowings can be found on the website under *Members -> Rehearsals*. They are updated on a weekly basis for you to copy into your parts.

### Supper

Sections take turns to bring supper for the orchestra. Look out for the email from the membership secretary each week.

### Concerts

Each concert starts with a tuning and warm-up one hour before the concert. Players are encouraged to arrive earlier to help the concert manager with setup tasks and preparing food or drinks (serving alcohol requires RSA certification) or to stay later for packing up.