

Description of Committee Roles

Role of the President

The President role encompasses:

- Planning and running committee meetings;
 - In conjunction with the Secretary, draw up an agenda for each meeting;
 - Ensure the meetings start and finish on time;
 - Make sure all agenda items are covered and decisions are made when required;
 - Keep order and encourage everyone to express their views;
 - Delegate and share responsibility among the group;
 - Motivate committee members and encourage participation by all;
 - Have an overview of all that is happening; Be objective and listen to all points of view;
 - Make critical decisions between committee meetings (in conjunction with Vice President and Secretary).
 - Keeps the Vice President informed in order to be able to stand in at short notice.
- Ensuring the committee and volunteers comply with the Eisteddfod's aims, objectives, policies and procedures.

Role of the Vice President:

The Vice-President

- Stands in for the President when the chairperson is absent
- Helps with difficult or essential decisions between meetings
- Ensures he/she is up to date with current topics/issues by liaising regularly with the President

Role of the Treasurer:

- Keep records of all income and expenditure
- Present a financial report at each committee meeting
- Pay invoices in a timely manner
- Banks any cash/cheques received in a timely manner
- Prepares annual accounts ready for audit
- Prepares annual financial report for AGM

Role of the Secretary:

- Assist President in the drawing up of an agenda
- Send agenda and notice of meeting to committee members at least one week prior to meeting
- Ensure that a meeting place is arranged, refreshments are provided, etc (or delegate this to another committee member to take care of)
- Take minutes and ensure that all decisions are correctly recorded
- Distribute minutes within one week after the meeting
- Keep accurate files and records;
- Deal with correspondence:
 - Record correspondence both received and sent, and inform committee of same (normally an agenda item);
 - Notify appropriate people of correspondence and any action required (e.g. Treasurer to ensure timely payment of accounts);
 - Answer correspondence as required.
- Book venue for both committee meetings and Eisteddfod
- Prepare Annual Statement for Consumer Affairs VIC

Role of the Trophies and Awards Coordinator

The role of the trophies and awards coordinator is to

- Ensure Certificates, Trophies and Awards are ordered and printed in time for Eisteddfod
- Collate certificates, trophies and awards by section and hand to appropriate registrar at or before Eisteddfod commences.

Role of Ordinary Members:

The role of the ordinary members is to:

- Attend meetings regularly;
- Be prepared to take share of the work;
- Participate fully in meetings and the Eisteddfod;
- Understand and be committed to the aims and objectives of the Eisteddfod.

Role of Registrars

The role of the registrar is to

- Engage adjudicators and accompanists for the Eisteddfod

- Use Stardom (on line eisteddfod management program) to collect all entries in his or her discipline
- Compile a running sheet for each section within the discipline
- Answer enquiries
- Send all entrants a Notice of Appearance
- Print Adjudicator report sheet for each entrant

During the Eisteddfod:

- Set up registration desk
- Tick off entrants against their names on running sheet as they arrive
- Collect copy of sheet music and attach to entrant's Adjudicator Report for Adjudicator's desk
- Collect filled Adjudicator's Reports and give out to entrants

Role of OH & S Officer

The role of the OH & S Officer is to:

- Identify hazards at each venue,
- Assess risks to health and safety and put appropriate safety controls in place for each venue
- Provide advice about accident prevention and occupational health to committee and volunteers
- Record and report hazards, accidents, injuries and health issues during the Eisteddfod and committee meetings

Role of Marketing Coordinator

The role of the Marketing Coordinator is to promote the Eisteddfod by:

- Website management
- E-News
- Email announcements
- Event signage
- Pull up banners
- Newspaper articles
- Flyers
- Advertising

Social Media Coordinator

The Social Media Coordinator is to promote the Festival through

- Facebook set up and management
 - Facebook page layout and design must be consistent with website
- Other social media platforms if deemed worthwhile
- Use of photographs and videos. These must be
 - Legally obtained (ie royalty free, and with permission of the owner)
 - Appropriate
 - Consistent with the MYMF branding and positioning

Role of Sponsorships Coordinator

The role of the Sponsorships Coordinator is to obtain funding through

- Grants
- Sponsorships of Disciplines or individual sections

Arts grants are occasionally offered by Federal, State and local Governments, banks, major businesses and other organisations, but are poorly promoted, and application open dates are usually very narrow, making it a challenge for the Sponsorships Coordinator to find and apply to.

Role of Stardom Administrator

- Set up each year's Eisteddfod
- Manage enquiries via Stardom

Other jobs

Ticketing

Roster Coordinator

Schedule design and printing

Programme design and printing

Event signage design and printing. Daily set up and removal of signs during Festival.