

# AUSTA WA Role Descriptions

Role	Description
<b>President</b>	<ul style="list-style-type: none"> <li>* Oversees the running of the committee</li> <li>* Manages strategic direction of AUSTA WA</li> <li>* Represents AUSTA WA at public events</li> <li>* Liaises with AUSTA National</li> <li>* Board Member of AUSTA National</li> <li>* Advisory Board Member of AMEB WA</li> <li>* Chairs committee meetings and sets agendas</li> <li>* Supports committee in planning events and at the event itself</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>* Oversees membership levels and reports to president</li> <li>* May choose to manage a specific event</li> <li>* Supports committee before and during events</li> <li>* Represents AUSTA WA at public events</li> <li>* Stands in for president when necessary</li> <li>* Oversees Facebook and website posts</li> <li>* Oversees Trybooking for events</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>* Sets agendas for meetings</li> <li>* Takes minutes for meetings</li> <li>* Distributes minutes straight after meetings</li> <li>* Follows up on items discussed in minutes to ensure that actions are being implemented</li> <li>* Reports to president (informal) and committee (formal at meetings)</li> <li>* Corresponds through email or letter to relevant parties (organising events, thank-you notes, congratulations letters etc)</li> <li>* Organises certificates and letters for competitions</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>* Oversees the financial position of the committee</li> <li>* Reports to the president (informal) and to the committee (formal at meetings)</li> <li>* Manages the AUSTA WA bank account</li> <li>* Assists in the setting of ticket prices and budgeting for events</li> <li>* Manages Trybooking for events (financial reports only)</li> <li>* Writes cheques for prize winners, to pay invoices, and to reimburse committee members for expenses</li> <li>* Keeps all past records of AUSTA's finances</li> <li>* Timely lodging of the AUSTA WA Quarterly BAS Statement with AUSTA National</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>E-News and Facebook Manager</b>	<ul style="list-style-type: none"> <li>* Oversees the Facebook site and posts regular notices of upcoming events</li> <li>* Manages the AUSTA WA Google Calendar</li> <li>* Receives notices from advertising parties</li> <li>* Distributes e-news to members</li> <li>* Posts advertising for events on AUSTA website</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>Graphic Designer/Marketing</b>	<ul style="list-style-type: none"> <li>* Designs posters and flyers for all events</li> <li>* Disseminates electronic copies to committee and to Facebook and AUSTA website</li> <li>* Organises printing of materials</li> <li>* Distributes printed material to relevant parties in a timely manner before events</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>

<b>Role</b>	<b>Description</b>
<b>AUSTA WA Festival Manager (Metropolitan)</b>	<ul style="list-style-type: none"> <li>* Books venues</li> <li>* Oversees running of the event, including adjudicators, committee roster, performance timetable, TryBooking account, certificates, stickers, medals, raffles, and catering</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>AUSTA WA Festival Manager (Regional)</b>	<ul style="list-style-type: none"> <li>* Books venues</li> <li>* Oversees running of the event, including adjudicators, committee roster, performance timetable, TryBooking account, certificates, stickers, medals, raffles, and catering</li> <li>* Liaises with local communities (eg Albany or Bunbury/Busselton) to organise volunteers for events, marketing and enrolments.</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>Festival Sub-committee - Metropolitan (3 positions)</b>	<ul style="list-style-type: none"> <li>* Assists Festival Manager in organising the AUSTA WA String Festival</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>Festival Sub-committee - Regional (3 positions)</b>	<ul style="list-style-type: none"> <li>* Assists Festival Manager in organising the AUSTA WA Regional String Festivals</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>New Teacher Co-ordinator and Repertoire Reading Day Co-ordinator</b>	<ul style="list-style-type: none"> <li>* Organises mentors for new teachers</li> <li>* Hosts meetings for new teachers and their mentors</li> <li>* Regularly contacts mentors to make sure that the programme is being successfully implemented</li> <li>* Organises annual Repertoire Reading Day in conjunction with local music retailer</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>Special Event Co-ordinator</b>	<ul style="list-style-type: none"> <li>* Organises presenters for special AUSTA events</li> <li>* Sets up TryBooking for ticket sales</li> <li>* Distributes advertising</li> <li>* Hosts the event on the day</li> <li>* Organises rosters and/or catering for the event</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>AUSTA Outreach Co-ordinator</b>	<ul style="list-style-type: none"> <li>* In conjunction with AUSTA WA President and/or other committee members, liaises with outside organisations to build on relationships across the music and music education communities in WA</li> <li>* Typical organisations could include tertiary sector, SIM, music schools, youth, professional and amateur orchestras, Eisteddfods and music festivals (managing trophies and prizes), and organisations such as ASME and WAMTA, to report on community needs</li> <li>* Liaises with the Graphic Designer to produce materials suitable for efficient promotion of AUSTA in a variety of settings - e.g. business cards, bookmarks, brochures, flyers</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>Catering Co-ordinator</b>	<ul style="list-style-type: none"> <li>* Organises catering requirements in conjunction with event organisers</li> <li>* Attends AUSTA WA Committee meetings</li> </ul>
<b>Committee Volunteer</b>	<ul style="list-style-type: none"> <li>* Attends AUSTA events to assist with ushering, ticket collection, raffle ticket sales, door monitoring or other jobs required for each individual event. Volunteers are not required to attend regular AUSTA meetings.</li> </ul>

PLEASE NOTE: All positions on the committee require a time commitment (an average of one to two hours per week, which will vary closer to the event). All committee members are expected to attend the committee meetings, and for the meetings to take priority over other activities. Every effort will be made to schedule meetings on various days and times to avoid regular rehearsals and other family commitments, and substantial notice will be given to allow committee members to rearrange their calendars if necessary.