

Duties of the President

- Be the primary facilitator of the Executive Board
 - Ensure appropriate meeting space is available for all Board and General Meetings
 - Ensure all Board Members are supporting other Board Member's efforts.
 - Encourage Members of the society to volunteer for Board positions and other work of the Association
- Preside at all meetings of the Association
 - Approve the Agenda for all Board and General Meetings
 - Chair all Board and General Meetings
- Be an ex officio member of all committees of the Association
 - Be aware of the progress of all projects being undertaken by Board committees.
 - Help committees to reach their goals by ensuring they have the full support of the Association.
- Together with the Group Rep's., hold annual reviews with Music Directors and Accompanists and negotiate their annual contracts.

Duties of the Member at Large (Treasurer elect) This position will work with the current Treasurer to learn the responsibilities of the Treasurer in preparation to take over those responsibilities on July 1, 2020.

Duties of the Treasurer (together with contract Bookkeeper)

- **Draft the annual budget** in consultation with:
 - Prior year actuals
 - the President regarding music director contracts;
 - the Vice-President regarding rehearsal and event venue contracts.
- **Receive and account for all receivables and payables**
 - Maintain banking arrangements, including signing officers, etc
 - Make and code all deposits, provide record to Bookkeeper,
 - Approve and code all invoices for payment by Bookkeeper. (or by eTransfer/cheque if issued by the Treasurer)
 - Provide information to Group Reps. to help them track overdue accounts.
 - Provide the event cash box to producers
- **Maintain an up-to-date membership list and membership fees**
 - Work with the webmaster to maintain and record current membership lists.
 - Ensure an annual year-end group membership list is saved in archive files.
- **Present regular financial reports and statements to the Board and the Annual General Meeting and others as necessary**
 - Prepare annual reports to the CRA, AGLC and input to AFA reporting
 - Support the end of fiscal year Financial Review
 - Provide financial information to other Board Members as required.

Duties of the Concert Band Representative

- Attend monthly Board meetings to report Concert Band issues and news.
- Liaise with band directors to send out emails
- Distribute tickets and posters for upcoming concerts. Record ticket sales and collect money from these sales.
- Remind members who are delinquent in paying their dues of the importance of timely payment of dues and how they may pay.
- Together with the president, hold annual reviews with Concert Band Music Directors.