

Role Descriptions and Responsibilities – Officers and Committee Members of UK Autoharps

President

1. Leads UK Autoharps (UKA), and chairs all General and Committee meetings.
2. Together with the Committee, takes responsibility for the formulation and amendment of policies to pursue and promote the aims of UKA.
3. Ensures that the interests and aspirations of UKA and its members are safeguarded and promoted, through:
 - The provision of events at which autoharp demonstration and instruction is available to all.
 - The maintenance of adequate accounting and other records.
 - The maintenance of channels of communication such as round-robin emails/letters, a newsletter and a website.
 - The provision of learner harps for new and aspiring players.
4. Acts as Editor-in-Chief of Autoharp Notes.

Vice-President

1. Deputises for the President in his/her absence and otherwise assist the President as required.
2. Takes the minutes at the AGM and any other UKA meeting and distributes as required. If the Vice-President is unable to attend he/she will arrange cover.
3. Promotes UKA and the playing of the autoharp whenever and wherever appropriate or possible.

Treasurer

1. Prior to AGM:
 - Advises state of finances to the Committee in the event that adjustments to Membership fees can be proposed and acted upon at the AGM.
 - Reconciles the year's transaction to the point of the most recent bank Statement.
 - Produces a set of documents detailing the current state of UKA's finances, including:
 - a. The detailed overall financial position for committee.
 - b. The overall financial position for the membership at the AGM.
 - c. The details of profit/loss relating to UKA Days over the last year. (As the AGM takes place at the last AKA Day, the accounts of that day will appear in the next year's figures).
 - d. The details of major Capital Outlay. Outreach /New equipment..
2. During the Accounting Year:
 - Creates a spread sheet starting at the point of the last Bank Statement and including the reconciled figures from the AGM.
 - Details all financial transactions from that date.
 - Shows all outgoing made by cheque, and payee's name.
 - Shows other outgoing [Mailing /Printing as petty cash – including receipts where possible]
 - Shows all Income from whatever source, together with bank pay-in reference and date.
 - Reconciles accounts when Bank Statements are received each month.
 - Backs up the reconciled figures to a separate location/storage point.
 - Maintains the accounts for committee availability at any time.
 - Advises the rest of the committee if there is a perception that they might need to be more prudent.

Membership Secretary.

1. December of Current Year.
 - Circulates by e-mail to all existing members of UKA, a reminder that membership fees are due 1 Jan of the coming year, and that a form is available in the latest Autoharp Notes.
 - Creates a new Membership card to cover the new year.
2. January of the New Year
 - Opens a new spreadsheet to cover the year.

- Creates a new 'Welcome Letter' to include all currently known UKA day dates and dates of any other known activity, such as dates of Sore Fingers Easter and October events.
3. Ongoing.
- On receipt of a Membership form, inserts all data from the form into the spreadsheet.
 - Completes a New membership Card.
 - Personalises a 'Welcome Letter' with name and new membership number, and send by 2nd Class Royal Mail to the member.
 - Tests the E-mail address to ensure that electronic communication is established.
 - Passes the membership fee to the treasurer.
 - Updates the 'Welcome Letter' with any new events, throughout the year.
 - Passes a copy of the membership spreadsheet to the Advance Organiser to check against attendees at UKA Days to ensure the correct fee is levied (by agreement with the AO several weeks prior to a UKA Day).
 - Maintains as accurate as possible a list of e-mail address of the UKA membership to enable mail-shot updates. [If members change their email address they are asked to let the Membership Secretary know as soon as possible).
 - When there is a significant number on the new membership list, creates a document of those members who have agreed that their details can be circulated to other members, available on request.
 - E-mails the membership any significant information as it becomes available.

Advance Organiser

1. Publicity.

- Publicises all UKA events and others of relevance to autoharpers by e-mail.
- Maintains a contact list for this purpose. (This list is not the same as a membership list – it contains contact details of anyone who has ever attended a UKAA event, or contacted the UKAA in any way. Names are only removed from this list at the express request of the individuals – each mailing includes a notification that names will be removed if requested to do so).
- Contacts any members who do not have an e-mail address by letter.
- E-mails, at the start of the year, details of events planned for that year, and follows this with reminders about individual events. Copies also sent to Web Master, and Facebook, where a Diary of Events can be maintained.

2. Planning for UKA Days. The programme of UKA days for the following year is agreed by the Committee. Venues for UKA Days are chosen in a variety of ways - one of which is that a potential host volunteers. In any case the AO:

- Notes any offers,
- Refers the host to the document "Job Description - UKA Day Hosts". Puts the host in contact with the Tutor Co-ordinator, to discuss availability of tutors and possible line-up for the day.
- Has an oversight/advisory role in the format of the day, depending on the experience of the Host. A "standard" format of 3 workshops has been developed, with other activities such as 1:1's, raffle, Slow Jam, Open Stage, and Show and Tell that are popular and that should be considered. However, the structure of the day is the Host's decision and will also depend on the availability of tutors.
- Assists as required.
- Receives from the Host, preferably at least three months prior to the event:
 - a. A Programme for the day,

- b. Directions/map showing the venue – *not so essential in the age of satnavs and Google maps, though nearest train stations will help.*
- c. Accommodation suggestions

- Generates a booking form.
- Forwards form to the Webmaster for inclusion on the website, in downloadable format.
- E-mails form to his contact list.
- Generates nametags for attendees and evaluation sheets.

3. Booking UKA Days

- Receives the booking forms from attendees,
- Transfers the details onto a spreadsheet set up for the purpose,
- Checks the amount paid to ensure that it is correct, using an up-to-date membership list supplied by Treasurer,
- Banks all cheques as they arrive.
- Informs Treasurer of what he has banked and when.
- E-mails a receipt to those members who have e-mail contact, and writes to those who do not.
- Passes a copy of the spreadsheet, with those who owe money highlighted, to the Treasurer at the UKA Day, so that Treasurer can collect unpaid funds.
- Liaises with all tutors and the Host frequently, especially on the run-up to the event, informing them of expected numbers *as best as they can estimate.*
- Keeps a record of people requesting 1:1's in advance of the day, and sets up a time sheet for the tutor/s.

4. On the Day

- Hands out nametags for all attendees.
- Checks the attendance, and hands the completed list to the Treasurer with any additions/deletions.
- During the afternoon distributes evaluation sheets for all to fill in.
- Checks the times of 1:1's with tutor/s, and re-arranges them to suit, and provides a sheet for people to sign up for any unfilled slots.
- In conjunction with the Host and other committee members may:
 - a. *organise the Open Stage,*
 - b. *run the raffle,*
- Attempts to reclaim the badges before people leave.

5. After the Day

- receives all completed evaluation sheets, and compiles the comments into an e-mail for circulation to the Committee members, the Host(s) and the Tutors.
- starts planning the next day.

Communications Co-ordinator

1. Check emails regularly for any queries arising from the UKA website.
2. Answer promptly and if unable to give appropriate information, direct the questioner to the right person.
3. Forward forms requested and copy to the appropriate committee member.
4. Encourage people to visit the different parts of the website for information, to see photos and to hear examples of playing.
5. Make contact by telephone to discuss aspects of playing, events and general encouragement to potential or new players.
6. Assist in the preparation and publication of Autoharp Notes.

Tutor Coordinator

1. Liaises with Autoharp players, both in the UK and abroad, and appoints them as tutors for Sore Fingers Easter and October events.
2. Helps UKA Day hosts to find suitable tutors for the workshops they are planning.
3. Leads workshops on how to teach the autoharp at different levels of ability and how to plan a workshop session, thus giving UKA a bank of tutors to call on.

Loaner Autoharp Coordinator

1. Maintains records of the whereabouts of the UKA Loaner Autoharps at all times.
2. Ensures that all loans are made in accordance with current UKA policy.
3. Ensures that each time a loaner 'harp goes out on loan a standard agreement is completed by the lender
4. Checks on any 'harp where the loan period has expired, and issues reminders as appropriate, including the letter before action as a final resort.
5. Refers all such overdue cases to the rest of the committee.