



2015

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. Arranges the date for the AGM and makes sure that the details and an agenda are circulated to all members.

Vice-President

1. Deputises for the President in his/her absence and otherwise assists 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 for someone else to undertake this task.
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, including the reconciled figures from the AGM, and details all financial transactions from that date.
 - **Pay Pal Privileges:** *Send Money, Request Money, Add Funds, Refunds, Withdraw Funds, Cancel Payments, Handle authorisations & settlements, View Balance, View Profile, Use PayPal Postage*
 - Once a month, (or more frequently), accesses the PayPal account, to take a screen print for filing, and transfer any funds to the UKA bank account, as well as updating the account spreadsheet.
 - Shows all outgoings made by cheque, and payee's name.
 - Shows other outgoings [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 and on the website.
- 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.

Communications Co-ordinator

1. Checks 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. Forwards forms requested and copy to the appropriate committee member.
4. Encourages people to visit the different parts of the website for information, to see photos and to hear examples of playing.
5. Makes contact by telephone to discuss aspects of playing, events and general encouragement to potential or new players.

Tutor Co-ordinator

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 Co-ordinator

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.

Advance Organiser

1. Publicity.

- Emails members, at the start of the year, the details of events planned for that year, and follows this up with reminders about individual events (see below).
- Update Google Calander with Event dates. This information will be used by the Web Master who maintains a Diary of Events on the website.
- Contacts any members who do not have an e-mail address by letter.

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:

- Refers the host to the document [UKA_JobDescriptionEventHost.pdf](#)
- Refers the host to the Tutor Co-ordinator, to discuss availability of tutors and possible line-up for the day.
- Has an advisory role in the planning 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, which are popular and should be considered. However, the structure of the day is the Host's decision and will also depend on the availability of tutors.
- Receives from the Host, preferably at least three months prior to the event:
 - a) [event_booking_form_2015.pdf](#) – Event Booking Form
 - b) [event_programme_2015.pdf](#) - A Programme for the day
 - c) Address and postcode of venue & parking details. Added to Google Map
 - d) [event_accommodation_2015.pdf](#) - suggestions useful web links.
 - e) An image of Event Host and contact email address.
 - f) Short inviting description of event (250 words)
 - g) Any other images or links to be included on event webpage.
 - h) Cost of tickets? Is there a concert included or extra?
 - i) Provides nametags for attendees, and evaluation sheets.

3. Booking UKA Days

- **Pay Pal Privileges:** *View Balance, View Profile, View Customers, View Transactions Charts and Graphs*
- Receives the booking forms from attendees, and checks the UKA PayPal account for bookings (logging in as AO) regularly once the details of an event are publicised,
- Records the details of bookings from both sources on a spreadsheet set up for the purpose.
- Checks that the amount paid is correct, using an up-to-date membership list supplied by the Membership Secretary.
- Banks cheques received.
- Informs Treasurer of what has been banked and when.
- Emails a receipt to those members who have email contact, and writes to those who do not. (*Bookings through PayPal will automatically receive a receipt*)
- Liaises with all tutors and the Host in the run-up to the event, informing them of expected numbers.
- 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 to attendees.
- Checks the attendance, and hands the completed list to the Treasurer with any additions/deletions, so the Treasurer can collect unpaid fees.
- During the afternoon distributes evaluation sheets for all to fill in.
- Checks the times of 1:1's with tutor/s, re-arranges them if necessary, and provides a sheet for people to sign up for any unfilled slots.
- Attempts to reclaim the badges before people leave.

5. After the Day

- receives all completed evaluation sheets, and passes the comments by e-mail to the Committee members, the Host(s) and the Tutors.

'Autoharp Notes' Editor

1. Sources material for 'Autoharp Notes' (articles, forthcoming events, photographs, music, etc)
2. Scans photos, cuttings and illustrations as necessary.
3. Proof reads and corrects all submitted material.
4. Designs and produces 3 issues a year – Spring, Summer and Autumn.
5. Creates a low resolution PDF of each issue and emails it to the Committee
6. Once the Committee approve the issue, creates final [high \(place on website\)](#) and [low resolution \(emailed to members\)](#) PDFs.

Webmaster

Maintains amends and updates the UKA website as necessary, including:

1. Maintain Hosting Account.
2. Admin PayPal Account: Email PayPal receipts to relevant committee members, create PayPal Buttons: Membership, CD & all UKA Events
3. Admin UKA mailing lists
4. Help to maintaining Google Calendar of UKA and other autoharp related events.
5. Maintain @ukautoharps.org.uk committee email addresses and redirect when necessary.
6. Uploading EVENT information and PDFs received from the Advanced Organiser minimum two months in advance of forthcoming UKA events.
7. **Quarterly Upload** [AHN High Resolution.pdf](#)
8. **Annually upload** [UKA_AGM_minutes.pdf](#), [Treasurer_Report.pdf](#) & [Chairmans_Report.pdf](#) review [UKA_Constitution.pdf](#)
9. Updating and maintaining site with photographs of previous UKA events as provided by members of UKA. Uploading other misc information and photographs as necessary.
10. Provide IT help for committee members using UKA accounts Pay Pal, Mailing List, Google Calendar, Google+, Dropbox and Youtube channel.

Social Networking – Duties-

- a) Build a network of social media contacts to promote UKA Events, Autoharp related gigs while raising the profile of the autoharp through social networking. Including but not exclusive to:-
- b) **Facebook 'UKA Group'** (Members & Member Invites Only??) Moderate group members, monitor and update links, comments. Update and add links when necessary. Organise and upload photo albums
- c) **Facebook 'LIKE page'** ??? (available to public- aim to make event info): After being provided Event information from committee? Create Facebook UKA Events and promote through shares and invites, Organise and upload photo and video albums 'UKA Event Posters', 'Autoharp Performers Posters'. 'UKA Event Videos' more....
- d) **UKA Youtube Channel** Like and comment on the most useful and best quality videos on youtube.
- e) **UKA Google+** Update google calendar as and when required.
- f) **DROPBOX** – Add both High Res & Low Res "AH Notes" quarterly. Actively increase the FREE space on dropbox by inviting members, installing dropbox on a PC etc
- g) **Online Mailing List** -