

## BVB Steerer's Rôle

Steerers act as the band's council. They support the band's officers through suggestions and critical comments and discuss and decide all policies except those not directly put to a General Meeting.

Examples of topics include

- the frequency and general nature of gigs the band engages in,
- the fees to be charged for the band's services,
- the choice of rehearsal venue,
- the frequency of rehearsals,
- the size of membership and composition of the band,
- the frequency, theme (in collaboration with the MD) and pricing of workshops,
- promotion of the band to the general public and target groups.

Obviously, this list is not exhaustive, but it gives an idea of the interesting and varied work the steerers are engaged in. **Steerers do not necessarily have to be officers of the band, but can serve purely in an advisory/ decision making rôle.**

Steerers meet when necessary at irregular intervals, about every 2 months on average. Meetings can be in person, but are often conducted on Zoom. Dates for meetings are generally fixed one meeting in advance.

## BVB Officers' Job Descriptions

### Gaffer:

- assess viability of gigs in conjunction with the location manager and report back to the steerers
- plan the artistic programme for gigs
- liaise with event organisers
- liaise with contributors (singers, Briggy, readers, caller, dancers)
- liaise with MD re. performance and rehearsal programme and be the link between steerers and MD
- chair steerers' meetings
- report on state of the band at yearly AGM

### Bagman:

- maintain the band's bank account
- receive subscriptions
- receive performance fees
- pay recurring and one-off bills, incl. MD's invoices and hall hire fees
- maintain accurate accounts
- provide financial projections
- produce a financial report and present it at the yearly AGM

### Scribe & Website Manager:

- record and produce minutes of steerers' meetings

- maintain the band's archive
- maintain the band's website, including the rehearsal and performance schedules, the music library (in conjunction with MD), the band's archive of performances, photos and videos.

#### **Location Manager:**

- jointly with the gaffer assess performance venues for suitability, which often involves a site visit
- allocate seating at performances
- liaise with rehearsal venues re. availability, bookings, access, fees

#### **Membership Secretary:**

- maintain the committee's gmail accounts and associated facilities e.g. contact lists, Google Drives
- respond to queries from the band's website
- maintain membership records
- keep data in accordance with GDPR regulations
- distribute information to members
- deal with members' queries
- conduct surveys
- administrate workshops

#### **Refreshment Coordination Team:**

- maintain the refreshment duty rota
- periodically assess the state of the refreshment box for missing items
- assess the need for additional items to be provided to complement existing provisions, e.g. tea towels, bin bags.
- liaise with the bagman for funds/ reimbursement