

A PROPOSED NOMENCLATURE OF THE FUNCTIONS WITHIN

THE UN MUSIC CLUB

THE PRESIDENT

Core functions

Overall Supervision, Coordination and Guidance and Stimulation. Dialogue with appropriate institutional and private sector partners

General

Suggests orientations and development opportunities.

Keeps track of calendar of activities and interconnections across the UNMC and with institutional or private sector partners

Coordinates core tasks with Committee members. Ensures a balanced and appropriate distribution of tasks and responsibilities among Committee Members.

Specifics

Coordinates preparation of and presides over meetings of the Committee.

Alerts to forthcoming major events (ordinary or exceptional)

Determines the need and opportunities for additional equipment and Instruments.

Accordingly, initiates submission of requests for subsidies to the UN Staff Coordinating Council (UNSCC)

Keeps an eye on financial affairs to secure interests of the Music Club in coordination with the Treasurer

THE VICE-PRESIDENT

Core functions

Overall supervision and coordination by delegation

General

Replaces the President in all his functions when necessary, in accordance with the President

Specifics

Processes requests for badges in coordination with section coordinators according to a schedule to minimize submissions to the UNSCC

Supervises maintenance of the Music Club's assets (music room; E & I; website, etc.)

Processes requests for subsidies from the UN Staff Coordinating Council

THE TREASURER

Core functions

Management of financial and membership affairs

General functions

Manages the MC's financial affairs and accounts

Specific functions

Notifies members concerning payment of their annual dues

Sends reminders to unpaid members

Makes payments and disbursements as instructed by P., V-P or Committee

Reports to the General Assembly annually

Ensures that the accounts of the MC are audited in a timely fashion for submission to the Annual General Assembly

Helps the V-P in the preparation of subsidy requests

Keeps and furnishes updated lists of paid-up members by section and other data as necessary

THE SECRETARY

Core functions

Drafts and finalizes minutes and/or reports of meetings of the GA and other meetings

Specifics

Sends meeting reports to webmaster for posting before the GA

Secures meeting rooms for the GA and other meetings

THE SECTION COORDINATORS

Core functions

Coordination and leadership of the sections' activities

General

Direct or organizes practices

Prepares section for concerts and other public performances

Specifics

Liaise with clients for public events

Reports to President and Vice-President, in particular, contribute information for the President annual report of activities

Post their section's calendar of performances on the website and update as needed

Ensure proper use, maintenance and conservation and storage of the MC's by their section members as well as cleanliness of practice room

THE EQUIPMENT MANAGER

Core functions

Maintenance and control of Club's equipment and instruments (E & I)

General

Ensures proper use and maintenance of and accountability for The MC's E & I

Specifics

Keeps track of movements of E & I. Controls condition of E & I. Controls presence of equipment in the music room storage areas and sends reminders and comments to section coordinators. Alerts P and/or V-P to any losses or damages.

Assists members in the proper use of E & I and offers training in the proper use of sound system equipment in coordination with coordinators.

THE PERCUSSION CLASSES COORDINATOR

Core functions

Management, Supervision and Coordination

General

Coordination between the teacher and the Club leadership

Specifics

Ensures collection of participants contributions,

Ensures payment of teacher based on such contributions, in coordination with the Treasurer, in connection with the President and/or the Vice-President

Ensures that the requirements of the percussion classes are taken into account when drafting requests for subsidies in terms of instruments and other needs

Ensures coordination for common events and performances potentially including participants in the percussion classes