

# CSO ROLES and DESCRIPTIONS

*Updated September 2024*

ROLE:	CURRENT HOLDER	STAND IN/DEPUTY
<b>Committee roles</b>		
Chair	Jos Creese	Judith Houghton
Orchestra Manager	Judith Houghton	
Secretary	Leah Packer	
Membership Secretary	Judith Beton	
Treasurer	Trevor Grant	
Publicity and Engagement Lead	Wayne Landen	
Principal Conductor	John Trail	
<b>Non-Committee Roles</b>		
Website Administrator	Debbie Hickson	
Members Web Pages	Debbie Hickson	
Music Librarian	Sue Edmonds	Ilfra Carlick, Sandra Littler
Programming Committee Chair	Penny Burnett	
Publicity Production	Wayne Landen	
Social Media Coordinator	Judith Beton	
Publicity Assistant	Sue Dancer	
Ticket Sales for Family Concert	Wayne Landen	
Archivist	Philip Brazier	
Concert Programme Coordinator/Editor	Clare Prest	
Programme notes writer	Chris Anthony	
Newsletter Editor	Brian Hodgson	
Friends Administrator	Sandra Littler	
Percussion Move Coordinator	Pete Hackston	

Social Secretary	Sue Dancer	Rachel Barlow
Orchestra Leader	Christa Porter	Bree and Ian
Section Principal (list)	(Various)	
Commercial and Sponsorship	Louise Coggins	
Bernie minder	Sue Dancer	
Section Administrators/Leaders	(Various)	
Music in the City Coordinator	Philip Brazier	
MITC conductor/string music advisor	Ian Partridge	

## SUMMARY OF ROLES

<b>Chair</b>	<ul style="list-style-type: none"> <li>• Chair the main Committee meetings and AGM / EGM meetings, agreeing and signing off minutes</li> <li>• Ensure due process is followed in all activities as described in the Constitution, including duties of nominated officers</li> <li>• Ensure the Committee meets regularly liaising with the Secretary and OM on agendas</li> <li>• Give a casting vote when required.</li> <li>• Sign off the accounts with the treasurer</li> <li>• Liaise with soloists and guest conductors as required</li> <li>• Liaise with key partners, sponsors, and patron</li> <li>• Steer the agenda and priorities for the CSO reflecting member interests</li> <li>• Give press and radio interviews and represent the CSO as required</li> <li>• Set vision and strategy for the CSO with the rest of the committee</li> <li>• Authorise expenditure when required</li> <li>• Make annual and informal reports to members</li> </ul>
<b>Orchestra Manager</b>	<ul style="list-style-type: none"> <li>• Make booking arrangements for rehearsal venues, concert venues, soloists, guest conductors, extra players, sectional conductors.</li> <li>• Liaise with Principal Conductor regarding rehearsal and concert planning.</li> <li>• Communicate with CSO members on rehearsal plans, concert dates and protocols.</li> <li>• Confirm fees to be paid with Treasurer.</li> <li>• Liaise with other organisations regarding collaborations e.g., choirs.</li> <li>• Prepare and update any necessary risk assessments for any venue used by the orchestra.</li> <li>• Liaise with section administrators regarding rehearsal and concert plans.</li> <li>• Provide concert dates to Website administrator for advance publication.</li> <li>• Coordinate front of house team for concert day assistance (guests, programmes, etc)</li> <li>• Manage concert day logistics</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Coordinate committee meetings, minutes, and action points in collaboration with Chair and other post holders.</li> <li>• Prepare materials for AGM (with others) and communicate with members.</li> <li>• Maintain list of committee members and terms of office.</li> </ul>
<b>Membership Secretary</b>	<ul style="list-style-type: none"> <li>• Maintain the member database on Membermojo as an administrator, ensuring member contact details and mailing lists are up to date.</li> <li>• Ensure that use of member details is GDPR compliant.</li> <li>• Work with Treasurer to request and process payment of subs through Membermojo.</li> <li>• Reply promptly to membership enquiries from people interested in joining the orchestra. Pass enquiries to the relevant section 'fixer'.</li> </ul>
<b>Commercial and Sponsorship Lead</b>	<ul style="list-style-type: none"> <li>• Contact local businesses, employers and potential sponsors/grant agencies</li> <li>• Discuss options for sponsorship within the committee guidelines/sponsorship pack</li> <li>• Propose new options for income generation to the Committee and liaise with the Treasurer on all options before decisions are taken</li> </ul>

<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Maintain accurate financial records for the orchestra.</li> <li>• Make payments for services accrued.</li> <li>• Work with the membership secretary to obtain subscription payments from all members.</li> <li>• Update the bank details as committee roles change.</li> <li>• Produce the annual statement of accounts for the AGM and ensure that they are independently audited.</li> <li>• Submit Gift Aid claims and PRS submissions.</li> </ul>
<b>Website Administrator</b>	<ul style="list-style-type: none"> <li>• Update public facing areas of the website with concert dates, photos, and other information.</li> <li>• Maintain member area of website in collaboration with member page owner and Committee</li> <li>• Ensure that all public-facing information is consistent and up to date.</li> </ul>
<b>CSO Members' Web page owner</b>	<ul style="list-style-type: none"> <li>• Develop and maintain the confidential area for member information, with the CSO website Administrator and the Committee as required</li> </ul>
<b>Librarian</b>	<ul style="list-style-type: none"> <li>• Liaise with Programming committee for music requirements</li> <li>• Research the cheapest sources for each item required</li> <li>• Order music and arrange payment</li> <li>• Check parts on receipt and distribute to players</li> <li>• Collect in and check parts after concerts and return promptly.</li> </ul>
<b>Programming Committee Chair</b>	<ul style="list-style-type: none"> <li>• Coordinate meetings of the programming sub-committee.</li> <li>• Liaise with Principal Conductor and Orchestra Manager for future dates and ideas.</li> <li>• Maintain a suggestions list from players and feedback links (eg newsletter)</li> <li>• Liaise with the librarian for music availability and costs</li> <li>• Advise the main Committee on draft programme and costs.</li> </ul>
<b>Publicity Production</b>	<ul style="list-style-type: none"> <li>• Produce flyers, posters, and season brochures in time for the first rehearsal in September</li> <li>• Produce flyers and posters for each concert in time for the preceding concert - to enable advertising at that concert. Specific tasks as follows:</li> <li>• Collate information and photographs to be used in publicity material</li> <li>• Liaise with design company for flyer/poster/brochure production</li> <li>• Distribute first draft of flyer/poster/brochure around committee for checking</li> <li>• Obtain final proofs from design company in formats required for all channels of advertising</li> <li>• Order printed copies of flyers/posters/brochures using recycled media where possible</li> <li>• Distribute electronic versions accordingly - for online advertising and programme design</li> </ul>
<b>Social Media Coordinator</b>	<ul style="list-style-type: none"> <li>• Manage X (Twitter), Facebook and Instagram accounts</li> <li>• Consider when paying for profile is helpful</li> <li>• Consider reputation and profile of the orchestra in all materials</li> </ul>
<b>Publicity Assistant</b>	<ul style="list-style-type: none"> <li>• Advertise concerts on event websites</li> <li>• Advertise in local papers and publications</li> <li>• Send Mailchimp emails</li> </ul>

<b>Publicity and Engagement Leader</b>	<ul style="list-style-type: none"> <li>• Distribute/coordinate the distribution of leaflets and posters</li> <li>• Determine location for posters and other material</li> <li>• Coordinate re programmes and marketing in general when required</li> <li>• Press and radio liaison – with orchestra Chair and Manager</li> </ul>
<b>Ticket Sales for Family Concert</b>	<ul style="list-style-type: none"> <li>• Set up online ticket sales using TicketSource</li> <li>• Respond to customer enquiries for online purchases</li> <li>• Regularly check CSO mobile phone for messages (ensure greeting is recorded and activated)</li> <li>• Design and print tickets for in-person sales</li> <li>• Sell tickets to members using SumUp device for payment</li> <li>• Sell tickets to customers using orchestra mobile - post tickets once payment is received via SumUp remote payment links</li> <li>• Input all sales into TicketSource</li> <li>• Reserve seats for groups or specific parties on the day of the concert(s)</li> <li>• Meet with door sales volunteers and provide instructions for ticket sales</li> <li>• Download final sales records and send to Treasurer</li> </ul>
<b>Archivist</b>	<ul style="list-style-type: none"> <li>• Keep up to date the database of CSO concerts, programmes, conductors, and venues.</li> <li>• Organise and maintain the orchestra's online collection of photographs, programmes, and fliers.</li> <li>• Maintain the collection of paper programmes by adding a new programme after each concert.</li> </ul>
<b>Concert Programme Coordinator</b>	<ul style="list-style-type: none"> <li>• Prepare concert programme in collaboration with OM, PC, Section Administrators</li> <li>• Act as editor when other write programme notes</li> </ul>
<b>Newsletter Editor</b>	<ul style="list-style-type: none"> <li>• Create periodic member newsletters in collaboration with other committee roles and members</li> <li>• Ensure members are informed in the newsletter on key developments and decisions.</li> </ul>
<b>Friends Administrator</b>	<ul style="list-style-type: none"> <li>• Manage the relationship with 'friends'</li> <li>• Ensure friends are well-informed and looked after</li> <li>• Advise the Committee on the service and how it can be improved</li> </ul>
<b>Percussion Move Coordinator</b>	<ul style="list-style-type: none"> <li>• Make van booking arrangements for concert days.</li> <li>• Liaise with OM to ensure that venue access is agreed.</li> <li>• Coordinate with percussion section principal on what is needed.</li> <li>• Liaise with other members of the transport team.</li> </ul>
<b>Social Secretary</b>	<ul style="list-style-type: none"> <li>• Organise refreshments at AGM and Christmas party</li> <li>• Plan and propose other social events when required</li> </ul>
<b>Bernie Minder</b>	<ul style="list-style-type: none"> <li>• Make sure Bernie and friends are looked after</li> <li>• Ensure Bernie is refreshed ready for family concert</li> <li>• Ask Bernie for newsletter items</li> <li>• Think of other ways Bernie can help the CSO</li> </ul>

<b>Orchestra Leader</b>	<ul style="list-style-type: none"> <li>• Leads the orchestra (the 'Leader') including setting the standards of the orchestra in consultation with the Conductor, the Orchestra Manager and, where necessary, the Committee.</li> <li>• Acts as Section Principal for the 1st violins (see below)</li> <li>• Works with Section Administrator to oversee both violin sections, including selection of players to lead the 2nd violin section.</li> <li>• Liaises with Section Administrators (esp. strings) when needed</li> <li>• Supports the conductor by helping the orchestra to perform as they want</li> <li>• Determines the bowing in the string sections, delegating where appropriate to the relevant section principals</li> <li>• Leads the tuning up at rehearsals</li> <li>• Takes string sectionals when required</li> </ul>
<b>Section Principal</b>	<ul style="list-style-type: none"> <li>• Acts as Section Administrator if this is not a separate role</li> <li>• Liaises with Conductor regarding balance of parts and in consultation with Section Administrator</li> <li>• Supports the Programme Committee Chair to ensure section representation</li> <li>• Auditions and selects new players, in consultation with the Conductor and Leader of the orchestra if necessary.</li> <li>• Supports the conductor in section phrasing and related interpretation</li> <li>• Coordinates 'sectional' rehearsals, liaising with the Orchestra Manager</li> <li>• Leads and maintains orchestra discipline in their section</li> </ul>
<b>Section Administrator</b>	<ul style="list-style-type: none"> <li>• Liaises with the Section Principal regarding auditions</li> <li>• Arranges deputies for concerts or absences</li> <li>• Arranges for section auditions and the selection of new players</li> <li>• Ensure adequate cover (e.g., when there is illness)</li> <li>• Organises seating plans in consultation with the Section Principal (and Orchestra Manager)</li> <li>• Ensures new players are welcomed and understand about the CSO</li> <li>• Liaises with the Orchestra Manager regarding logistics of the section in concerts</li> <li>• Communicates with section players about parts and seating</li> <li>• Seeks feedback on any routine matters and concerns of section players</li> <li>• Ensures appropriate balance of players (skills and numbers)</li> <li>• Deals with disciplinary and related matters in conjunction with the Section Principal</li> <li>• Checks with players who is playing in concerts (absence notifications should be sent to the Section Administrator in the first instance)</li> <li>• Provide list of players for a concert to the programme collator</li> </ul>