

String Committee Role Descriptions

Convener

The convener is responsible for the overall running of the String Program and ensuring that the String Program is fulfilling the aims for which it was established. The convener consults with the Director/Conductor, Mr Mansukhani, on the short and long term vision on the String Program.

The Convener arranges a Committee meeting once a term.

On a week to week basis the Convener is responsible for;

- liaising with the Principal and Deputy Principal,
- being a signatory to the bank account and being aware of the financial status of the String Committee bank account,
- writing the weekly newsflash item,
- writing reminder emails to parents and coordinators regarding events and notices,
- answering email enquiries and liaising with Committee members.

Senior Strings, Junior Strings, Training Strings Coordinator

The coordinators of the ensembles are responsible for collating a parent supervision roster each term, collating a contact list of students, liaising with parents, helping stage-manage ensemble performances.

Instrument Hire Coordinator

The hire coordinator is responsible for maintaining the registry of all hire instruments. They facilitate the hiring of instruments throughout the year, including when students need to upgrade to the next size, and liaise with parents regarding maintenance and repairs. The hire coordinator issues hire invoices and communicates with the Convener and Treasurer regarding outstanding fees and repair costs. As the Instrument Library is still being established, the Hire Coordinator liaises with the Convener as to the on-going instrument needs of the library.

Treasurer

The Treasurer issues invoices for ensemble fees at the beginning of the year and throughout the year as students join. They ensure all fees are paid and liaise with the Deputy Principal over outstanding fees. The Treasurer is responsible for an Income/Expenses report.

Tutor Coordinator

The tutor coordinator liaises with the string tutors regarding room allocations and students. They also liaise with the Deputy Principal over room allocations and other matters associated with tutoring at the school.

Opera House and Yamaha Festival Coordinators

Senior Strings is involved in two main performance events during the year. The coordinator for each event is responsible for enrolment forms and fees, issuing and collecting permission slips, coordinating transport and parent help, and communicating with the event organisers, Mr. Mansukhani and the Strings Convener