



Honorary President: *Dr. Elaine Padmore*

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Student Committee Role Descriptions

All student Committee members need to be dedicated and hard working throughout their year on the Committee. They should be capable of fulfilling their own role as well as working as a team and helping other Committee members. They should attend all meetings and be able to balance their UMS work and university work effectively. They should be enthusiastic and committed to making the UMS successful both during their year and in the future.

Management Team

The Management Team is responsible for running the Committee and ensuring that everything runs smoothly throughout the year. They are responsible for the delegation of tasks within the Committee, and for making sure everyone on the Committee is happy and confident in what they are doing. The team has regular sub-meetings outside of the main Committee meetings to resolve issues and discuss ideas. They need to be constantly thinking of ways in which the UMS can be improved in all areas. The team is made up of the Student President, the Minutes & Concerts Manager, the Membership & Finance Manager and the Mailing List & Database Manager. These roles require pro-active, hard-working individuals who are good communicators and are able to bring the members of the Committee together to work effectively as a team. They are all very time-consuming roles so require dedication and good time management skills.

Student President –

The Student President is the first point of contact for the Society's members and the public and is responsible for overseeing all activities of the UMS. They need to keep in regular contact with all members of the Committee and work closely with the University Music Administrator and University Concert Manager. They should attend sub-meetings held by members of the Committee and need to attend all concerts. They are responsible for resolving any complaints and responding to correspondence. They are required to make several speeches throughout the year, and are responsible for all matters to do with the Honorary President, UMS competitions, overall management of Freshers Week, welcome activities for first year music students and the AGM. They will also need to coordinate with the managers of student-conducted ensembles in organising the Autumn/Spring Term 'Conductors Auditions Week's. The role is incredibly rewarding, giving the chance to have a lot of influence on the Society. It comes with a great amount of responsibility and the President should possess the confidence to make decisions using their own initiative.

Minutes & Concerts Manager –

The Minutes & Concerts Manager prepares agendas and takes minutes for Committee meetings and circulates these amongst the Committee and the Society. They are responsible for ensuring that members of the Committee and the Society have the opportunity to have their views discussed in meetings. They need to attend all concerts, where they are in charge of the overall management of the event and work with the Ensemble Managers,

conductors and front of house team to make sure everything runs according to plan. Prior to concerts they are responsible for getting all concert details and organising any special requirements. This includes preparing gifts/tokens of appreciation for conductors and soloists and any interval refreshments.

Membership & Finance Manager –

The Membership & Finance Manager is in charge of all matters to do with membership and oversees the process of getting everyone signed up at the beginning of term. They take charge of the UMS paying-in book and are responsible for keeping it up to date and paying in all money to the bank. They need to keep in close contact with the Staff Treasurer regarding all financial matters. At the start of term they provide floats, membership forms and membership cards for rehearsals, and collect any money and completed membership forms. They are responsible for dealing with any member of an ensemble who has not paid their membership fee. During concert periods they are jointly responsible for all front of house matters along with the Mailing List & Database Manager, as well as assisting the Minutes & Concerts Manager where required.

Mailing List & Database Manager –

The Mailing List & Database Manager is responsible for inputting all data from membership forms in to the membership database at the beginning of term, and keeping it updated throughout the year. They check ensemble registers against the database to find out who has not yet joined and pass this information to Ensemble Managers and the Membership & Finance Manager. They take email information from the database to create the mailing list, and are responsible for forwarding any emails that need to be sent out. They need to set up and maintain mailing lists for each ensemble. They are also responsible for recording ticket sales data so that the Society can monitor audiences and concert income effectively. During concert periods they are jointly responsible for all front of house matters along with the Membership & Finance Manager, as well as assisting the Minutes & Concerts Manager where required.

Publicity Team

There are four Publicity Officers in the Publicity Team, who all need to be highly motivated, organised and creative. They are central to the marketing of UMS events and ensuring good ticket sales. They work with the University Concert Manager and hold regular sub-meetings outside of Committee meetings. They are responsible for many tasks which are delegated within the team, including designing, producing and distributing flyers, writing press releases, maintaining the website and the UMS noticeboard, publicising the Society both to UMS members and to the public via Facebook and putting concert details on concert listings websites. They need to constantly be looking for ways of publicising the UMS across campus and beyond. They make regular shout-outs at rehearsals to encourage members to sell tickets and should attend all concerts to talk to audiences and exit-flyer. Their work is an essential part of the Society's Freshers Week activities, and they are also responsible for organising hoodie sales and for publicising events and activities within the Society, such as social events and competitions. Due to the nature of the team it is possible to delegate jobs according to the specific skill sets of the individuals within it.

Social Secretaries

There are two Social Secretaries who are responsible for all social activities related to the UMS. They need to be highly organised and should have the ability to work independently,

as they are expected to come up with ideas and deal with the logistics of organising events themselves and report back to the Committee. They need to liaise with the Staff Treasurer on financial matters relating to social events. They usually follow the traditional schedule of UMS socials, which includes the Freshers Meal, Harborne Runs in the Autumn and Spring Terms, the Christmas and Summer Socials, and the UMS Ball, but are free to come up with their own ideas too. Arranging the UMS Ball is a big responsibility which involves a huge amount of forward planning and takes up a lot of time during the Spring Term. The Social Secretaries are also responsible for organising a reception for the Honorary President and the Committee at the Annual Honorary Presidential Visit. They need to be able to think logically and have a good mind for budgeting, as well as being creative and inventive. They should also be enthusiastic, approachable and smiley!

Ensemble Managers

There are eight Ensemble Managers, who are responsible for the general running of rehearsals and concerts of their ensemble. They work closely with the University Music Administrator and the Minutes & Concerts Manager. They are responsible for preparing and distributing parts at the start of term and collecting them in at the end of term. Ensemble Managers need to liaise with conductors about rehearsal schedules and publicise these to the players where necessary. Ensemble Managers should assist the Management Team in collecting membership forms and money in the first few weeks of term and should be available to help at rehearsals other than their own if required. They are responsible for collecting their register and the room key from the Music Office prior to rehearsals, and need to arrive early in order to set up the rehearsal space so that rehearsals can start on time. They should make sure registers are kept up to date, and make regular announcements at rehearsals. They need to keep track of attendance in their ensemble and should be willing to chase people up if necessary. In the weeks leading up to concerts they need to ensure that their ensemble, the Minutes & Concerts Manager and the University Music Administrator have all details about their concert. They need to make stage layout plans and percussion lists, finalise all programme details and organise any technical requirements well in advance. They are responsible for the loading of the van before the rehearsal on the day of the concert and ensuring that all required instruments and music get to the venue. Ensemble Managers should be available to help the Management Team backstage or front of house at concerts other than their own. The managers of student-conducted ensembles also need to coordinate with the Student President in organising the Autumn/Spring Term 'Conductors Audition Week's. They should be well-organised and enthusiastic people who are able to motivate their ensemble. They should be confident at speaking in front of large groups of people, particularly the manager of University Choir, and should be friendly and approachable.

New Chamber Music Managers

There are two Chamber Music Managers who are responsible for the running of the newly introduced 'UMS Chamber Music' and their platforms and two concerts. Of all the managers, these are the two who need to be the most pro-active. They are responsible for organising the two platforms prior to each of the concerts and should liaise with the University Music Administrator and University Concerts Manager in their planning. This includes booking rooms, organising music stands and other equipment, creating sign-up sheets, running orders and registers, communicating with interested players via the Chamber Music email address and liaising with the University Concerts Manager regarding auditioning for the concerts. Communication with players is particularly important in these

roles as they will need to ensure there is enough interest for concerts to take place and often they will have interested players who need help finding/forming a group. They will need to liaise with the Publicity Team to ensure that the events are well advertised throughout the university- via posters, emails to other departments, the website, Facebook/Twitter and the web-portal. For the Spring/Summer concerts, the managers will need to create a concert running order, and communicate professional performance etiquette to the involved ensembles. They will need to attend rehearsals to ensure that ensembles are happy and on target to perform at a good standard.

As the UMS Chamber Music is new, the Chamber Music Managers need to be particularly enthusiastic and willing to get fully involved to ensure its success. They will need to work together, use their initiative and be constantly improving upon the system where necessary. These roles will provide the chance to influence and mould a new and exciting branch of the UMS.