

Board of Trustees (BoT)

- Vision – Charitable Objects for the Bands
- Governance including statutory reporting.
- Agree budgets for the year, including tours.
- Agree service agreements with the professional staff and appointing staff in accordance with a safer recruitment policy where new staff are brought in.
- Establish team structures, supporting resourcing, receiving reports, reviewing report content and providing clear direction and strategy.
- Ensure suitable and adequate policies are in place, and are regularly reviewed and updated as necessary.

Musical Directors (MDs) (Sonia Blandford, Simon Carr, Jo Knight, Deborah Chebly)

- Work with the Trustees on Vision – Charitable Objects for the Bands
- Repertoire selection
- Determine which external events, competitions and concerts the bands participate in.
- Agree an affordable programme with the Trustees for the year.
- Collate the rehearsal / event schedule.
- Co-ordinate the staff with the agreed teaching schedule.

Finance / Treasurer (James Waller)

- Monitor the Budget Plan set at the beginning of the year for the proposed schedule of rehearsals and events and report periodically to the trustees on adherence to the plan
- Record all expenditure and revenue, overseeing financial transactions.
- Prepare the annual accounts for auditing, arrange external audit and submit to the charity commission as part of the trustee approved annual report.
- Control the invoice process and monitor funds receipts at our Bank Accounts.
- Ensure robust financial controls.
- Maintain a register of all external organisation funding, renewal dates, costs etc including insurances.
- Keep the Charity Commission Registration up to date.
- Report to trustees and members.

Secretary (Sam Rogers) and Administrative Support (Deborah Chebly)

- Record meetings and publish records of meetings.
- Be responsible for the music resources needed by CWA, including ordering, copying / printing / storage / distribution and record keeping in association with these resources.
- Lead on all outgoing communication from CWA.
- Manage Patrons and corporate membership schemes, including all correspondence with regards to events.
- Maintain a register of all external organisation memberships, renewal dates, costs etc including insurances.

Digital & Data support (Peter Feltham)

- Maintain and update the CWA web site.
- Maintain the information repository / file share site in google drive.
- Data Management
- Data Protection

Logistics

- Lead on logistic arrangements for events.
- Liaise with the Parent Volunteer Co-ordinator in arranging stewards for concerts (set up/pack down/fire/first aid where needed).
- Use attendance registers for each event to carry out safeguarding requirements.
- Identify where Risk Assessment / site visits are necessary and co-ordinate these visits with the safeguarding team. Draft Risk Assessments for all existing and new venues. Once signed off by the Designated Safeguarding Lead, distribute to all relevant adults.

Assets (Martin Edmundson)

- Maintain CWA Asset Register in consultation with Teaching Staff and MDs.

Membership (Amanda Jacobs)

- Maintain records of CWA membership.
- Liaise with the Parent Volunteer Co-ordinator in matters relating to enquiries for new members.
- Create, maintain and update as necessary a new members induction / joining process.

First Aid Co-ordinator (Julie Bryan)

- Be responsible for ensuring the First Aid equipment is suitable for the intended events and is up to date.
- Manage a central record – Medical Forms.
- Maintain record keeping in association with these resources.
- Ensure training of the First Aiders is up to date and in date.

Contact details**Trustees**

Musical Director / Founder	Trustee	Sonia Blandford	sonia@corshamwindband.org
Secretary	Trustee	Sam Rogers	
Treasurer	Trustee	James Waller	
Safeguarding	Trustee	Sam McKechnie	sam.mckechnie@corshamwindband.org
Fundraising	Trustee	Russell Connelly	
Digital & Data	Trustee	Peter Feltham	peter_feltham@corshamwindband.org
First Aid Co-ordinator	Trustee	Julie Bryan	
Membership	Trustee	Amanda Jacobs	amanda.jacobs@corshamwindband.org
	Trustee	Alan Harding	
	Trustee	Abdallah Chebly	
	Trustee	Paul Bryan	

Staff

Teaching and Musical Director [Training Band]	Staff	Jo Knight	
Teaching and Musical Director [String Group]	Staff	Deborah Chebly	strings@corshamwindband.org
Teaching	Staff	Kelly Meakin	strings@corshamwindband.org

Teaching and Musical Director [Spectrum Band]	Staff	Simon Carr	simon.carr@corshamwindband.org
Administration		Deborah Chebly (temporary)	admin@corshamwindband.org

Volunteers

Music Library / Instrument register	Volunteer	Martin Edmundson	
Parent Volunteer Co-ordinator	Volunteer	Dawn Newstead	
Transport	Volunteer		
Catering	Volunteer		
Tickets/ Raffle	Volunteer		

In no particular order the following Friends of CWA teams with numbered key responsibilities, set in order of importance, for each team; -

MEDIA	This includes all Print and Broadcast media including online platforms.
Members Buddies / support	peter_feltham@corshamwindband.org Julie Bryan / Russell Connelly
Outputs	<ol style="list-style-type: none"> 1. Management of and generation of social media posts, delegating responsibility to capture content where relevant. Where responsibility is delegated ensure a register / list is kept in the shared drive of who the contacts are. 2. Management of Press releases, coordination of interviews, writing of documents for articles. 3. Advising with the MD and BoT on Media strategy and advertising for CWA events and performances. 4. Signposting of venues, events and performance opportunities back to MD and BoT as a result of Media work and outreach. 5. Production of media content (brochures / flyers etc) using the branded / structured templates when they become available. 6. Co-ordinating the services of 3rd party resources at events where necessary (photographer / videographer as an example). The contract (or agreement) for these services will sit with the Trustee group. The MD / TB will advise at the beginning of each year the target events and performances. 7. Monthly contact sheet summary to be uploaded into google drive. 8. Register of library content. 9. Plan to develop and create content in support of other teams work (such as fundraising for example).
Link Trustee	Founder

FUNDRAISING	All Fundraising activities outside of the Membership Fee collection and the Grants
Members Buddies / support	Russell Connelly
Outputs	<ol style="list-style-type: none"> 1. Take direction from the BoT on Fundraising targets and objectives for the year or in case of special events potentially longer period. 2. Establish a strategy to respond to the Fundraising Targets set by the Trustee board.

	<ol style="list-style-type: none"> 3. Record on a tracker the progress with each Grant application, including outcomes, learnings and hints and guidance for follow up applications. 4. Track any 'other' fundraising activities that might be led by other teams, such as sponsored events, ticketed concerts etc. 5. Provide a monthly update to the tracker in the google drive such that the trustees can monitor progress. 6. Provide recommendations to the Trust board where particular circumstances require, such as commissioning a bid writer to do work on a fee when win type basis if appropriate.
Link Trustee	Founder

UNIFORMS	Management of uniforms. This includes provision of cleaning and storage / transport to and from events in conjunction with Logistics lead.
Members Buddies / support	Sam McKechnie Deborah Chebly
Outputs	<ol style="list-style-type: none"> 1. Register of uniforms 2. Summary of event requirements (event schedule to be provided by MDs) capturing number of participants and uniform required, event summary to include instructions for returning uniform to uniform co-ordinator.
Link Trustee	Led by trustee – N/A

MUSIC LIBRARY	Management of music. This includes provision of cleaning and storage / transport to and from events in conjunction with Logistics lead
Members Buddies / support	Martin Edmundson Katrina Greenwood
Outputs	<ol style="list-style-type: none"> 1. Register of music 2. Summary of event requirements (event schedule to be provided by MDs) 3. Prepare folders
Link Trustee	Led by trustee – MDs

MERCHANDISE	To co-ordinate all merchandise associated with CWA.
Members Buddies / support	Sam McKechnie
Outputs	<ol style="list-style-type: none"> 1. Liaise with the MD / Staff and BoT over CWA branded clothing requirements for each CWA each year, so that clothing is provided by our merchandise partners where possible. 2. Present merchandise options to the Trust board for agreement. 3. Monitor stock levels and advise when re-ordering is required.
Link Trustee	Led by trustee – NA

SAFEGUARDING	All matters relating to safeguarding including Risk Assessment (RA).
Members Buddies / support	Sam McKechnie
Outputs	<ol style="list-style-type: none"> 1. Annual update of safeguarding Policy 2. Maintain Safeguarding register of staff and volunteers. 3. Prepare safeguarding briefing where necessary or identified in RA process. 4. Ensure briefing is recorded and stored in the central file.

	<ol style="list-style-type: none"> 5. Ensure any Risk Assessments that are necessary are undertaken by suitably experienced team members and the findings recorded in the central file store. 6. Develop and take ownership of the ‘code of conduct / behaviour’ policy.
Link Trustee	Led by trustee – Founder

PARENT VOLUNTEER COORDINATION	The co-ordination of Parent Volunteers at events which have been identified through the RA process as requiring support.
Members Buddies / support	Dawn Newstead
Outputs	<ol style="list-style-type: none"> 1. Identify who will be supporting at each event. 2. Allocate roles for each event to the volunteers. 3. Set the communication protocol for the volunteers, providing a written summary / instruction sheet if necessary. 4. Volunteers to sign a register in and out of each event to confirm their duties are discharged, coordinator to pass the signed record to the admin team for filing.
Link Trustee	Led by Trustee - NA

CATERING	Organising catering at CWA hosted events and at events where we have a responsibility to ensure the young people in the CWAs are provided meals.
Members Buddies / support	TBC
Outputs	<ol style="list-style-type: none"> 1. Agreed schedule of events at which catering is required. 2. Schedule to capture type of catering needed. 3. Agree the event catering budget with the Trustees. 4. Schedule to capture the responsible body for ensuring the catering provision, for example if it’s a packed lunch on a trip then the owner is the parent/carer of the young person. 5. Co-ordinate with Logistics on delivery / storage / dining requirements including waste disposal.
Link Trustee	

Support / Volunteers always welcome, please contact sonia@corshamwindband.org if you are able to offer any support.

Abbreviations:-

MD Musical Director
BoT Board of Trustees