*Revision 3, 29 November 2018*

Note: Committee members are elected for a 2 year term by the Generals Assembly

Activity Clusters Coordinators are designated by the Committee on ad hoc basis

**NOMENCLATURE OF THE**

**FUNCTIONS WITHIN THE UN MUSIC CLUB**

**A/ Committee Members (Total 9)**

**The President**

Core functions: Overall supervision, coordination, guidance and stimulation. Dialogue with appropriate institutional and private sector partners. Represents the Club actively at relevant functions and meetings in UNOG and liaises with UN Staff Coordination when necessity occurs.

General: Suggests orientations and development opportunities, keeps track of calendar of activities and interconnections across the UNMC, 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.

Initiates submission of requests for subsidies to the UN Staff Coordinating Council (UNSCC), or to other UN entities or to external cooperating entities in relation to activities of the Club (Events, equipment, ensemble training).

Specifics: Coordinates preparation of and presides over meetings of the Committee and the General Assembly. Provides alerts to forthcoming events of interest to the sections or individual Members (ordinary or exceptional). Oversees the planning of events organised by the Club. Determines the need and opportunities for additional equipment, instruments, learning or reference materials.

Monitors financial affairs to secure the interests of the Music Club in coordination with the Treasurer.

**The Vice-President**

Core functions:

Overall supervision and coordination by delegation. Assists the President in all tasks.

General

Replaces the President in all his functions when necessary.

Specifics

Overseas the process of badge allocation carried out by the Secretary upon section coordinators requests (authorisation).

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

Follows up and ensures compliance in the allocation of resources following requests for subsidies from the UN Staff Coordinating Council and the funds collected through membership fees.

**The Treasurer:**

Core functions

Management of financial and membership affairs.

Specific functions

Processes the payments received from Members concerning the annual dues. Sends reminders to unpaid memberships, generally ensures the follow up and establishes the lists of paid up members and unpaid dues, to be reported to periodical Committee meetings. .

Makes payments and disbursements as instructed by the President, Vice-President or other Committee members in the context of the decisions made by the Committee.

Reports to the General Assembly annually with a Balance sheet, Income and expenditure statement, list of expenditures, and when available, auditors reports. Ensures that the accounts of the MC are audited in a timely fashion for submission to the Annual General Assembly or follows up on the call for auditors during General Assembly. Assists the President, Vice-President, or the designated Committee member in the preparation of subsidy requests with data relating to membership details and accounts situation. Verifies the banking statements and files them; keeps records of receipts, invoices, correspondence in electronic or hard copy formats.

**The Secretary**

Core functions

Ensures administrative coordination and records management.

Assists other Committee members in the preparation of GA and Committee meetings.

Specifics

Assembles documentation and ensures compliance with Statutes in the organization of the meetings and the Agendas. Drafts and finalizes minutes or reports of meetings of the GA and other meetings.

Sends meeting reports and draft minutes to the Committee members for verification and editing. Collects different comments and corrections, assembles the texts and supplies the final copies to the webmaster for posting. With regards to the GA, sends out the draft minutes to all members who participated, collects replies, proposed changes, editing suggestions and then finalises the draft report to be submitted to the President for final consideration before uploading on the website.

Establishes a list of Decisions of the Committee and General Assembly for reference, monitoring and updating.

Liaises with UNOG entities to secure meeting rooms for the GA and other meetings and various maintenance realting to the rehearsal rooms.

Processes requests for badges in coordination with section coordinators and as cleared by the President or Vice-President, in form of a group presentation for submissions to the UNSCC. Liaises with UNOG entities on questions of rooms, IT connections, email; cooperates in processing emails addressed to the UN Music Club (redistribution).

Keeps a master set of keys to all rooms, cupboards, etc, of the Club.

**The Section Coordinators** (Classical (1), UNOG Choir (1), Jazz (1), Rock (1)

Core functions

Coordination and leadership of the sections’ activities

General

Direct or organizes practices. Prepares the musical performances for concerts and other public events. Selects the Members for their ability to perfom adequately in public, maintaining the highest standard possible.

Specifics: Liaise with clients for public events. Report regularly to President and Vice-President on activities, meeting with VIPs. Contribute information for the President’s annual report of activities.

Establish the level of expenses related to events and deal with income and expenditures to be reported to the Treasurer when relevant.

Post their section’s calendar of performances on the website and social networks, respectively the calendar of rehearsal in the website’s member pages. Create promotions, fliers, posters.

Ensure proper use, maintenance and storage of the MC’s equipment by their section members, liaising when necessary with the equipment manager. Ensures orderliness of practice rooms and when necessary cleaning up after practice.

**Outreach and feedback** (new in 2017

Core functions: Liaison with staff committees and clubs of other international organizations in Geneva to cooperate and organize common projects, music ensembles, performances, events.

Operates social media operations to promote the Club’s activities and receive public feedback on performances.

General: Assist the President and Vice-President in carrying out the task of ‘Dialogue with appropriate institutional and private sector partners’ particularly the liaison with staff committees and clubs on an inter-agency level in Geneva to promote further reaching out and arousing interest and support from a variety of programmes. Carry out social networking activities as online platforms used by the Music Club to inform, propagate the Clubs recorded music and build relations and ultimately a favourable rapport to UN programmes with people who share interests, activities, backgrounds or real-life connections. Initiates events and promotional actions in cooperation with the four section coordinators.

Specific: Collects the information and ideas derived from feedback on social networks to benefit the members responsible for music performance in the choice of musical directions.

Overview of the financial and development aspects of inventory of equipment in cooperation with the sound engineer.

**B/ Activity clusters (4 entities)**

The **Sound Engineer and 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 the presence of equipment in the music room storage areas and sends reminders and comments to section coordinators. Alerts the Committee 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.

**Promotion, Social Media**

Provides input to the presentation modules in Social media (Facebook and others) Promotion can include mailings, videos on Youtube and others

***Vocal Studio (New in 2017)***

*Text to be finalized by Committee (projected, definition drafted)*

**Percussion classes** (Club Liaison person with percussion teacher)

Core functions

Management, supervision and coordination

General : Coordination between the teacher and the Club leadership.

Establishes the requests to the UNSC to launch periodic recruitment drives through the ‘Broadcast’

Specifics : Ensures availability of the rehearsal rooms and adequate key distribution for access. Ensures room reservation on the website calendar. Monitors the established practices governing the collection of participants contributions and the payment of the Teacher by the UNMC. The collection of such contributions is carried out by the Percussion teacher, to be reported to the Treasurer. The payment of the teacher is based on the contributions, carried out in coordination with the Treasurer and reported to the Committee. 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.