

# Prairie Jamboree Ukulele Festival Committee Positions

The Ukulele Club of Winnipeg (UCW) promotes the playing and appreciation of the ukulele in Winnipeg, Manitoba and the surrounding area. The UCW will produce a biennial ukulele festival, Prairie Jamboree, featuring current local, national and international ukulele players. Any profits from the UCW Festival will be used to establish an ukulele outreach program in the community.

The Festival Committee [reports to the UCW Board of Directors](#). The Festival Committee is open to all UCW Members and is comprised of an Executive Committee ([assigned by UCW Board of Directors](#)), Committee Leads ([recruited by Executive Committee from UCW membership](#)) and General Volunteers (recruited by Committee Leads).

## Executive Committee

### 1. Festival Chairperson: [as assigned or recruited by UCW Board](#)

- a. Serves as lead of the Festival Committee providing overall direction.
- b. Works with, supports and encourages Committee Leads in their duties
- c. Represents the Festival to Club members, the public, and media while maintaining the integrity of the UCW
- d. Other duties as assigned

### 2. Secretary: [as assigned or recruited by UCW Board](#)

- a. Maintains effective records and administration in support of governance structure.
- b. Upholds the legal requirements, charity law, and any relevant guidelines.
- c. Ensures meetings are effectively organized and minutes kept; as per Appendix i
- d. Works with, supports and encourages Committee Leads in their duties
- e. Other duties as assigned

### 3. Treasurer: [as assigned or recruited by UCW Board](#)

- a. Oversees and presents budgets, accounts and financial statements to the Festival Committee
- b. Coordinates Committee Leads on financial matters
- c. Ensures that appropriate financial systems and controls are in place
- d. Meets all financial accountability and reporting requirements
- e. Completes financial oversight duties as outlined in Appendix i
- f. Works with, supports and encourages Committee Leads in their duties
- g. Other duties as assigned

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## Committee Positions

### **Committee Leads 1. Operations & Volunteers**

- a. Provides general assistance to all areas as required including troubleshooting and problem solving ensuring smooth operation of Festival
- b. Identifies, recruits and supervises general volunteers for duties at Festival including: security, first aid and gophers as needed
- c. Transports Festival assets to venue and back to storage.
- d. Arranges for everything to be where it is required when it is required during the Festival
- e. During Festival maintains close contact with the convention hotel; negotiating any necessary adjustments to the hotel contract to accommodate the plans of that year's Festival
- f. Assists hotel staff, Programming and Vendor Leads and Guest Liaisons during check in/out and room inspections.
- g. Other duties as assigned

### **2. Programming & Hospitality**

- a. Works with Performers to establish multi-track programming accessible to entry-level Beginner through Advanced skills.
- b. Identifies and recruits general volunteers for departmental duties at Festival
- c. Organize Opening and Closing Ceremonies
- d. Liaises with Operations and Technical Leads on requirements for volunteer/equipment/logistics requirements and support for Festival events.
- e. Responsible for hospitality at the Festival for the following events:
  - i. Friday Night Open Mic and Jam
  - ii. Saturday Lunch
  - iii. Saturday Night Concert
  - iv. Saturday Night post-concert Jam
- f. Other duties as assigned

### **3. Technical**

- a. Provides Audio-Visual services for Festival
- b. Identifies and recruits general volunteers for departmental duties at Festival
- c. Liaises with Operations and Programming Lead on requirements for volunteer/equipment/logistics requirements and support for workshops.
- d. Overseas set up of workshop and performance rooms to meet facilitators requirements.
- e. Other duties as assigned

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### **4. Registration**

- a. Maintain online ticketing platform for Festival membership sales
- b. Maintains database of Festival membership
- c. Operate Registration desk at Festival facilitating dispersal of membership packages
- d. Identifies and recruits general volunteers for departmental duties at Festival
- e. Sell UCW memberships at Festival
- f. Liaises closely with Treasury on control and reconciliation of funds received g. Other duties as assigned

### **5. Vendors**

- a. Arranges with businesses to purchase Vendor tables at Festival to sell items of interest to members
- b. Sets up display area of the Vendors room and arranges for any at Festival Vendor requirements.
- c. Liaises with Treasury and on details regarding appropriate licensing
- d. Researches the regulations and procedures, bonds/permits, for allowing dealers across the border with no hassles.
- e. Other duties as assigned

### **6. Marketing & Promotions**

- a. Raises the visibility of the Festival
- b. Publishes Festival program book
- c. Promotes the Festival through local and national media outlets, press, and local businesses.
- d. Maintains and manage Festival website, Facebook Event Page, Twitter Account and other social media as applicable
- e. Arranges interviews and guest visits on local radio and TV shows, broadcasts from the Festival by local TV or radio shows.
- f. Ensures that information about the Festival is shared with relevant trade papers and magazines and websites
- g. Other duties as assigned

# Prairie Jamboree Ukulele Festival Committee Positions

## Appendix i: Secretary Duties:

- i. **Before Festival meetings:** consult with the Chairperson on the order of business for the meeting, and how it should be dealt with on the agenda. Decide what business requires discussion and what requires a decision by the Executive Committee.
- ii. Ensure that notice of the meeting is given, that suitable accommodation is arranged and confirmed, and that copies of the agenda are prepared;
- iii. Circulate to all members (a) any papers to be discussed at the upcoming meeting and (b) a copy of the agenda, minutes of the previous meeting; and
- iv. Make sure that any reports or information requested at the last meeting is available or that there is a good reason why not.
- v. **At the Meeting:** Arrive in good time before the meeting with the minutes and with all the relevant correspondence and business matters for that meeting, in good order. Record the names of those who are present, and convey and record apologies received from those who are absent;
- vi. Read the minutes of the previous meeting for approval
- vii. Report on action or matters arising from the previous minutes. Read any important correspondence that has been received.
- viii. Take notes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out. Make sure action points are clear.
- ix. Make sure that the Chairperson is supplied with all the necessary information for items on the agenda, and remind the Chairperson if an item has been overlooked.
- x. **After the Meeting:** Prepare a draft of the minutes and consult the Chairperson approval;
- xi. As directed by Committee Leads, send a reminder notice of each decision requiring pre-Festival action to the relevant person; this can be done by telephone, or by an 'action list' with the relevant action for each person duly marked

# Prairie Jamboree Ukulele Festival Committee Positions

## Appendix i:

### Treasurer Duties:

- i. **Prior to the festival**, the Treasurer works with the Chairperson and Committee Leads to produce a budget that is approved by the Festival Committee.
- ii. Ensure that all financial transactions are tracked and recorded against that budget and that no transaction will overspend the budget amount for that item.
- iii. Responsible for issuing all cheques and vouchers for the festival and getting Chairperson approval for the same.
- iv. Produces regular reports showing the financial state of the festival, measured against the proposed budget.
- v. **At the festival**, the Treasurer is responsible for setting up the financial control system for money pickups - issuing cash boxes and floats to all departments receiving moneys, setting up controlled money pickups, and securing the money in the hotel's safe or lock box.
- vi. The Treasurer shall update the Committee Leads about the financial status of the Festival.
- vii. Control of all receipt books for the Festival.
- viii. **After the festival**, is responsible for depositing all moneys received from the Festival and producing a complete financial statement for the Festival; reconcile the detail books from Registration, etc.
- ix. Is responsible for any filing of an income tax return, sales tax, GST and any other required Festival financial filings