

# VFMC Job description – Sessions Convenor

## 1. Aims:

1. Ensure regular Sessions are available for members to attend
2. Operate in line with the objectives and aims of the VFMC
3. Consider themes or variations that may be planned for certain weeks
4. Aim to maximise the involvement and enjoyment of the attendees
5. Abide by the Committee's group norms, as determined by the Committee

## 2. Facility:

1. Understand and facilitate the Hall Hire Agreement
2. Be responsible for the Hall keys and open and close the hall as required
3. Ensure care, cleanliness, security and appropriate heating and cooling, report any issues

## 3. Preparation:

- 3.1 Ensure milk and supper supplies are available. Keep receipts for Treasurer
- 3.2 Ensure money tin is available with some change
- 3.3 Ensure Square device and mobile phone is charged and operating

## 4. Suggested Practice:

- 4.1 Start 7.30pm, Supper 8.30-8.45pm, Finish 9.15pm
- 4.2 Welcome members/new members to the evening, Acknowledgement of Country\*
- 4.3 Advise of Admission fees – cash, card or via Humanitx, EFT
- 4.4 Promote upcoming events, library, disseminate scores/material where possible, remaining mindful of copyright
- 4.5 respect the current proposer's preference for tempo, volume, arrangement
- 4.6 Thank individual's contribution before moving on; encourage applause
- 4.7 Promote socialising at supper time
- 4.8 Thank all for their contributions at close of evening
- 4.9 Clean up, secure the building before departure, report any issues

\* The Victorian Folk Music Club acknowledges the Wurendjeri people, the traditional custodians of the country on which we meet. We pay our respects to their elders past and present, and to those from other communities.