

Roles and Responsibilities of SMI Officers and Volunteers

Approved by SMI Council on 12 February 2021.

Version 1, 10 February 2021.

The following description of the roles and responsibilities of SMI Officers and Volunteers is intended as a general indication of the positions. The day to day activities may include some or all of the described, in addition to further duties that may arise in the running of the SMI. In addition to its defined officer roles, members-at-large of the SMI Council may be asked to support various aspects of finance, administration and communications.

President: The President is the chief officer of the Society. They chair the Council of officers and other members which govern the affairs of the SMI. They convene the regular council meetings and the AGM, which takes place during the Annual Plenary Conference. The President is responsible for leading Council in maintaining the mission and integrity of the SMI.

As President of a national learned Society, the incumbent will be a distinguished musicologist whose scholarly achievement, record of publications, and professional reputation can advance the interests of the SMI and provide its members with the leadership and enterprise that such a position entails. The President plays an active administrative role in the life and activities of the SMI, and international reach is an important part of the work. Over their term of office, each President of SMI will advance a vision that accords with its constitution and mission.

Student Representative: The Student Representative's duties are: to act as a liaison between the student membership of the Society and the Council; to initiate and organise events aimed at student members that address academic and professional development; to encourage student membership and activity within the Society. They should be a current postgraduate research student in music, and will stand down from position when they graduate. Otherwise the Student Rep. will serve the entire council term of three years.

Honorary Secretary: The Honorary Secretary's role is to record and to maintain accurate minutes of the Council meetings and the AGM; to liaise with the President on subjects to include on the agenda for Council meetings; to communicate with membership via circulars; to act as a key figure in the flow of information between the SMI and other outside agencies; to be aware of the Society's institutional memory, so as to continue the Society's established protocols with regard to conference organisation, elections, and events through reference to the Society's constitution. The Honorary Secretary is responsible for the organisation of Presidential and Council elections, and the awarding of the SMI's prizes. In conjunction with the rest of Council, the Honorary Secretary ensures that the SMI is in compliance with the Charities Governance Code.

Honorary Treasurer: The Honorary Treasurer's duties are: to conduct the financial transactions of the Society in accordance with the guidelines set down by the Revenue Commissioners for charitable organisations; to prepare accurate accounts for the Society's AGM and Council meetings, and for possible audit by the Revenue Commissioners; to maintain accurate records of all the Society's financial transactions; to advise the Council on

the viability of certain financial transactions; to maintain the Society's bank accounts and to advise on viable alternatives should the need arise; to work closely with the Honorary Membership Secretary in updating the membership list; to write grant cheques and pay invoices, including conference subventions, against valid receipts as relevant. As the SMI is a registered charity in the Republic of Ireland and has Euro accounts with the Ulster Bank within its jurisdiction, the Honorary Treasurer should therefore be domiciled in the Republic for both tax/financial and practical purposes. Moreover, it is sometimes necessary to liaise in person with Ulster Bank. Direct contact is occasionally required with the local tax office. The Honorary Treasurer also operates the Society's PayPal account, and may have to liaise with PayPal's Compliance Department in the event of any difficulties arising.

Honorary Membership Secretary: The Honorary Membership Secretary's role is to promote membership of the Society by various media; for example, online and attendance at conferences. They will work closely with the Honorary Treasurer in updating the list of members; to report to Council with membership statistics; to issue annual invoices for Institution Members of the Society and to pursue their payment; to maintain and observe the accuracy of the Society's membership database, including the input of any manual renewals and payments, and the different types of membership (ordinary, honorary and corresponding life memberships, student/unwaged membership, institutional membership, and affiliated membership).

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Web Administrator: The SMI Web Administrator manages the Society's web-hosting accounts and all its domains and its subdomains. They maintain and backup the SMI's several websites and other files that are crucial for their operations. The web administrator manages the allocation and security of mail accounts on the musicologyireland.com domain, and ensures the smooth operation of circulars sent to the membership. In addition they act as copyeditor and styling adjudicator of the Society's public webpages. The web administrator liaises with SMI officers and Council with regard to the Society's online operations and how they might develop, and acts as the contact person for SMI members and the general public regarding the Society's online operations.

Part-Time Administrator: The role of the part-time administrator is to proactively support council members on a variety of matters. These include but are not limited to: investigating possible funding initiatives, in association with the Honorary Treasurer; helping to build membership, in association with the Honorary Membership Secretary; supporting and strengthening the Society's network with other National and International Societies; and working with existing PR mechanisms to promote the Society.