

An Instrument for establishment of a sub-committee of the Monaro Folk Society to be known as the Club Events Sub-Committee

The committee of the Monaro Folk Society (MFS) hereby establishes a Sub-Committee, which will operate under the authority of the main committee and be known as the Club events Sub-Committee (CESC).

The Club Events Sub-Committee (MM Sub-Committee) will comprise:

- Any member of the main committee who wishes to attend.
- the PA and Equipment Co-ordinator of the Monaro Folk Society (and Merry Muse Concert Venue) as appointed by the main committee.
- A financial advisor, as appointed by the main committee.
- Other members that the committee may appoint to the sub-committee from time to time.

All Sub-Committee members will be required to adhere to the MFS Code of Conduct.

To be quorate the Club Events Sub-Committee must have at least three members of the above committee in attendance.

The main committee will appoint one member of the Club Events Sub-Committee to be the Convenor of the CESC. The date, time and place of meetings will be notified to Sub-committee members by the Convenor at least one week in advance by email or phone along with a regular general agenda.

The Club Events Sub-Committee will:

- Meet a minimum of 10 times a year.
- Manage aspects of Club Events outside of the Merry Muse Concert Venue and specific Dance events in line with the aims and objectives of the Society and its Code of Conduct and instructions from the main committee of the MFS.
- Ensure that equipment and PA and lighting equipment is provided for events and that good, advance notice is given to any contractors.
- Ensure that contractors are paid promptly and ensure that no conflict of interest arises from terms on which contractors operate.
- Make a monthly report on the operation of Club Events to the Committee of the Society.
- Keep books of account in line with good accounting practice and ensure that appropriate regular financial accountability to the main committee of the MFS is ensured. This includes financial reports from the door at each event, to be sent to the MFS Treasurer with 5 days of the event occurring.
- Ensure that all expenses paid have an appropriate paper trail and are signed off by at least one member of the main committee.
- Advise the committee regarding contracts and contractors involved in the operation of the Merry Muse Concert Venue, on the understanding that any contract must be brought to the main committee for approval and signature by the President or Vice President of the Society.
- Advise the committee regarding new opportunities for the promotion of folk music in the ACT.
- Advise the committee of any grant opportunities that may lead to the promotion of folk music in the ACT on the understanding that all grant applications must be brought to the main committee for approval and signature by the President or Vice President of the Society.
- Appoint volunteers as appropriate for tasks on the understanding that all volunteers should be advised to the membership secretary, who will keep records of MFS volunteers.

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- Undertake other tasks as may arise from time to time at the request of the main Committee.