



# The Association of Friends of South West Surrey (Music Centre) Concert Band

Musical Director: Neil Franks

[www.swsconcertband.co.uk](http://www.swsconcertband.co.uk)

## WELCOME TO THE SOUTH WEST SURREY CONCERT BAND

We hope you will enjoy being a member of the SWSCB. The teamwork of the tutors, the band members, and the volunteer committee members of The Association of Friends has achieved the great success of the band since it was founded in 1983. This letter is to introduce you to the way that The Association of Friends of SWSCB ensures that the administration runs smoothly, allowing the music tutors to concentrate on the music.

There are a number of details to bring to your notice, they are listed below:

1. Information in hard copy on the "Membership Profile" and on computer is held to allow the staff and the small number of committee members to run the band's administration, which includes production of registers for rehearsals and concerts, production of rosters, tour organisation and mailings and, if practicable, grapevine telephone lists. The data held is that provided when members join and reviewed annually, please keep us up to date with changes; if you are a new member a "Membership Profile" is included with this letter for you to complete and return as soon as possible please. The inclusion of photographs enables the tutors and committee to identify musicians who are happy to be part of occasional publicity pictures and most importantly for identification, especially in an emergency. Name and address details will be passed to Surrey Arts for billing purposes. If any parent does not consent to this, please can they inform the Chairman in writing.
2. One register is produced from the data, Junior Band and Senior Band combined, in surname alphabetical order. It is most important that all band members register at the beginning of their rehearsals on Saturdays and sign out as they leave to allow us to know who is in the building in case of an emergency. Thus, Senior Rehearsal Members and Junior Helpers must register at the beginning of Junior Band rehearsals to cover both sessions; please assist us by observing this routine. To facilitate future planning, members are also requested to mark the register as far in advance as possible to indicate when they will be absent for rehearsals or concerts.
3. Refreshments are available for tutors, musicians and guests each Saturday morning; a parent roster for Junior Band and for Senior Band is issued each term to accommodate this. In order to produce these rosters fairly and effectively, it will be assumed that all band members' parents are able to help unless they indicate otherwise; every effort is made to pair new with more experienced parents.
4. Our practice of requesting a voluntary membership subscription is explained on a separate sheet. We also run in-house concerts at least twice a year and seek opportunities to play regularly to the wider community for a reasonable fee in order to enhance purpose to playing and also to raise funds that improve provision for all members.
5. Please ensure that you refer to the Constitution and Information Pack if you have any queries about our organisation; regular Newsletters should keep all members up to date on specific issues.

Yours sincerely,

The Association of Friends of South West Surrey Concert Band.

Chairman: Steve Pannifer, 07710 242901, swscb@hotmail.com

# SUBSCRIPTION TO THE SWSCB

This note is to inform you of the arrangements for funding the SWS Concert Band. Surrey County Council via Surrey Arts funds the music tutors and the cost of hire of the rehearsal hall at Queen Eleanor's School Guildford for ten sessions per term together with one concert per term. They recover some of these costs by levying an annual fee that covers membership of any number of Surrey Arts ensembles.

The Association of Friends of SWSCB was set up to relieve the administrative pressure from the tutors - to allow them to concentrate on the music, and duties range from organising resources to helping at rehearsals, fundraising, and organising concerts and concert tours. At the request of the tutors, the AFSWSCB also purchases music for the band and some specialist instruments whilst ancillary items are funded as the committee sees fit. Those items include up-keep of the uniform, maintaining the archive and can enable the underwriting of special events such as the Anniversary Reunion Concert, CD Recording and each foreign tour; we receive no assistance from SCA for any of these aspects. The AFSWSCB accounts are audited annually and presented at the AGM.

We ask for a voluntary subscription of £20.00 per year/£7.00 per term for each SWSCB member, and hope that families appreciate the benefits this funding affords over and above the SCA fee. Due to the wonderful support of families and friends we are delighted to be able to maintain this reasonable price and consider that it offers very good value for money and benefit to each musician.

Attached to this letter is a tear-off slip to enable you to make the payment; cheques for preference please made payable to "SWS Concert Band", or cash, to be handed to the Junior or Senior Registrar. Please help us to ensure that our records are maintained properly and enclose the subscription with the slip below in an envelope with the band member's name and "subscription" written on the front; it would also be helpful if the band member's name and "Junior" or "Senior" is written on the reverse of the cheque.

Thank you for taking the time to read this letter.

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## AFSWSCB Voluntary Subscription

Band Member name ..... Junior/Senior

I enclose cash/cheque for £7 being the subscription for the Autumn/Spring/Summer term.

I enclose cash/cheque for £20 for the current academic year.

*please delete as appropriate*

Signed ..... Date.....