



Instrumental Music Program

IMP ANNUAL GENERAL MEETING

The IMP Annual General Meeting will be held on Monday 8 November via Zoom. A link will be emailed to all IMP parents closer to the date.

The IMP is in need of parent volunteers from the parent body to fill various positions being vacated by parents of outgoing Year 12 IMP members. This will be especially important for 2022, as we emerge from the pandemic and return to performing. The backbone of the IMP is its strong community focus and wonderful volunteers. For those of you who have joined the IMP during the Pandemic, the concert you saw in June is just the tip of the iceberg of the opportunities you will help create for our wonderful students.

Committee members assist in organising fundraising for the IMP, support the IMP Coordinator, and are the voice of the parent body in planning IMP activities. Committee members attend a meeting each term and are elected to their roles at the IMP AGM each year.

The IMP Committee typically consists of the following roles, appointed by election at its AGM. Smaller roles may be adjusted, omitted, or combined as required. Larger roles may be managed by a team rather than an individual. A brief description of each role is included below. If you feel you could help with one of these roles, please email fortstreetimp@gmail.com before the meeting, as this will help our recruitment planning.

Convenor/Co-Convenor

- Convenes the IMP Committee and organises quarterly IMP meetings and the AGM.
- Works with the IMP Coordinator to plan and implement volunteer assistance in the running of the IMP
- Liaises with the P&C Executive, including attendance at P&C meetings.

Treasurer/Assistant Treasurer

- Assists the IMP Coordinator in preparation of the annual budget and annual financial reports.
- Prepares and presents the aspects of the budget relevant to the P&C Executive (Westpac Fundraising Account Funds).
- Maintains accurate records of IMP income and expenditure and compares these with monthly financial reports provided by the office.
- Organises the financial operations of major IMP fundraising events.

Secretary

- Prepares agendas for all IMP meetings, in consultation with the IMP Coordinator and IMP Convenor.
- Prepares accurate minutes of all IMP meetings.

Membership Officer

- Assists the IMP Coordinator with production of attendance rolls, monitoring of the online absence notification system, updating rolls with absence information, and auditing attendance patterns.

Camp Coordinator

- Assists the IMP Coordinator in all aspects of preparation of the IMP Camp, to allow the IMP Coordinator to concentrate on staff management and artistic direction of the camp.
- Assists in the preparation of camp budget and planning documentation.
- Takes the lead role in liaising with the venue, preparing venue paperwork, including medial and dietary information, managing parent volunteers etc.
- Attends IMP Camp and assists with administration of the camp where necessary.



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Catering Committee Coordinator

- Plans and coordinates catering activities for the mid-year and end-of-year concerts
- Recruits and convenes a group of parents as a catering committee to assist with the organisation and catering of the IMP concerts

Communications Officer

- Assists the IMP Coordinator in preparation of the IMP section of Mercurius.

Instrument Hire Officer

- Assists the IMP Coordinator in stocktake of IMP hire instruments, distribution and collection of hired instruments, ensuring the hire fees are paid and that annual instrument servicing undertaken by all hirers.

Tour Officer

- Assists the IMP Coordinator in preparation for IMP tours, including recruitment and implementation of volunteer assistance from the IMP community for administrative and fundraising work for tours.

Music Librarian

- Assists the IMP Coordinator with stocktake of the music library and updating the music database with new music purchases.

