

This describes the jobs that need to be done. An individual may do more than one job and a job may be shared.

Chairman

The Chairman is responsible for chairing the Executive Committee and all general Club meetings. He must endeavour to be proactive in matching the “latent” talent of members with tasks balancing the requirements of the Club, the Chorus and that of the individual.

Produce / Amend and oversee the annual plan as part of the 5 year vision.

He is ex officio a member of every committee the club runs.

He will act as Chairman on Club nights and organise the notices given at break time.

When invited, he will represent the Club at all official functions.

Club Secretary

The secretary is the main link between the Executive Committee and the members. He is responsible for the running of the Executive Committee which may meet every other month. It is intended that the Executive Committee shall meet five times throughout the year. He also arranges the Annual General Meeting. He will be the official link with the outside world including Making Music. Normally, all correspondence will be routed through him.

His responsibilities include:

- Arranging meetings
- The agenda for such meetings
- Receives nominations
- The production of minutes
- Club correspondence
- Maintain a list of members' details:
 - Name
 - Address
 - Home/mobile telephone numbers
 - Email address
 - Emergency contact
 - Singing part
 - Date Joined Club
 - Willingness and suitability to have Gift Aid collected
 - Membership type
- Informs the exec when someone joins or leaves

Membership Officer

He will act as welfare officer of the club ensuring that club related individual problems of all members, both Singing and Associate are addressed and, by monitoring attendance trends, to try and pre-empt individual concerns.

Publicity Officer

He is responsible for:

- Publicising the chorus' existence, development, events and activities through appropriate media.
- Maintain links with the media and other local art/music organisations, including festivals, concerts, database editors.
- Be the initial responder to queries coming in on the OH website (depending on the nature of an enquiry, it may later be redirected to another officer of the club).

Performance Secretary

To field and respond to all enquiries from potential clients requesting performances/appearances by the chorus.

To obtain details of singouts as presented by the clients:

- a) Date, time and venue, map/directions
- b) Duration and time(s) of performance(s)
- c) Type of performance (e.g. wedding, charity, corporate)

To negotiate any fee with the client.

Where possible, (preferably with one other chorus member), visit the performance venue and assess the best available position for the chorus/risers.

Arrange for the transport of risers if needed both to and from venue

Obtain a list of member availability for the performance from the secretary and check with the Chorus Director that the performance is viable.

Check availability of water for chorus members at the site.

Collect fees from clients after the performance.

Treasurer

To control the finances of the club on behalf of its members, thus;

- Maintain a bank account for the Club.
- Maintain profit and loss accounts and balance sheet of all financial transactions within the Club and present these, when required at Committee meetings and end of year Annual General Meeting, after examination by a Club member
- Make suitable returns to the Charity Commissioners and arrange to collect any moneys due from HMRC such as Gift Aid
- Generate invoices, monitor receipts and initiate payments.
- Make recommendations as to the level of subscriptions from time to time

Property Manager

The Property Manager is responsible for advising the Executive Committee on all uniform matters.

At the request of the Committee he will be responsible for acquiring all items of uniform, keeping a record of the items that are Club Property and to whom they are issued and seeing the safe return of those items when a Chorus Member leaves.

He will be responsible for storing surplus items of uniform.

He will keep a record of the necessary measurements of all chorus members which shall be updated every three years. He will be responsible for all other Club equipment e.g. risers, notice boards, trailers etc. and for their upkeep and storage.

Librarian

The Librarian is responsible for all the written music of the Club.

He acquires and issues to each member a copy of the song to be learnt, maintains a small stock of music for the current repertoire and archives music for songs that are no longer in the repertoire.

As a member leaves he is expected to return his copies of the music to the librarian.

He will bring to each rehearsal a folder containing copies of the entire current repertoire and songs being learnt to be used by guests visiting the chorus.

Chorus Manager

The Chorus Manager is responsible for the organisation of the chorus and for supporting new members during their formative weeks.

Specifically he keeps a record of the 'stack' that's been determined for performances and ensures that each member is in their correct position. He also maintains discipline during rehearsals so valuable time isn't wasted; and at performances so as to project a professional image to the public.

In consultation with the Music Director he notifies all members of the next rehearsal content so they know what they have to practise in advance of that rehearsal.

He is also responsible for helping and reassuring new members through their first weeks with the chorus, when their unfamiliarity with rehearsal structure, names and repertoire could otherwise be daunting. He isn't expected to have answers to all questions likely to be asked by new members but should at least know who does.