

## NEW EGHAM SINGERS

### JOB DESCRIPTION

Committee roles are split into several categories:

**Core roles:** these are jobs for which the post holder takes full responsibility and initiates on their own. Some of these jobs require input from other committee members.

**Joint Decision Making:** these are jobs which are shared between the post holder and one or more other committee members.

**Must Be Consulted on:** these are jobs which require the input of the post holder and one or more of other committee members, usually the whole committee.

### Chairman

#### Core Roles

- Be the visible representative of New Egham Singers (introduce NES at public events, be the first point of contact for the choir)
- Represent the choir in meetings with other related organisations
- Act as chief executive – hold the deciding vote on committee
- Represent NES at meetings with third parties and in the media (e.g. radio interviews)
- Call and chair meetings of the committee
- Schedule and chair General Meetings of the choir (AGM, EGM) with Secretary
- Ensure aims of the choir are met (see attached constitution)
- Serve on Egham & District Choral Society (EDCS) committee and represent choir interests
- Communicate with Making Music, arrange insurance
- Enter into contracts as authorised representative of NES (e.g. insurance, venue hire etc)
- Prepare and agree contracts for Musical Director (MD) and Accompanist
- Carry out annual contract review with MD and Accompanist
- Ensure that the choir does nothing to adversely affect the charitable status of EDCS, with Treasurer
- Prepare annual programme of choir activities
- Liaise with Egham Choral re performance dates (clashes, Front of House)
- Document retention (contracts, core choir documents)
- Complete annual PRS (Performing Rights Service) returns and pass to EDCS treasurer for submission to Making Music
- Investigate suitable venues for NES concerts and other performances
- Agree terms and fees with venue authorities and enter into contracts
- Research and respond to requests for performances (e.g. carol singing)
- Liaise with Accompanist to ensure venue changes/rehearsal times are communicated, with MD

#### Joint Decision Making

- Agree special subscription payments to suit members' personal circumstances, with Treasurer and Membership Secretary

- Determine hire charges for third party use of NES music, with Treasurer, Music Secretary and MD
- Select charity that will be supported at each NES concert, with rest of committee
- Determine hire charges for third party use of NES assets (e.g. staging)

**Must be consulted on:**

- Keep financial situation under review to ensure sufficient funds for planned expenditure (main role of Treasurer)
- Submit annual accounts to EDCS for overall charity account submission (main role of Treasurer)
- Manage choir bank accounts including authorisation of signatories and internet access (main role of Treasurer)
- Prepare meeting agendas (main role of Secretary)
- Provide regular reports and press releases on NES activities (main role of Publicity Officer)
- Arrange cheque presentation to charity after concert (main role of Publicity Officer)
- Determine venue capacity to comply with health and safety regulations (main role of Concert Manager)
- Arrange or manage transport if required (main role of Concert Manager)
- Propose, oversee and coordinate all social activities of the choir (main role of Social and Administration Officer)
- Research and identify suitable venues for Christmas Dinner (main role of Social and Administration Officer)
- Design concert programmes (main role of Social and Administration Officer)
- Design concert tickets (main role of Social and Administration Officer)
- Arrange annual tour (main role of Concert Manager)