

Job Specification for Chairman of Hathersage Choir

Committee meetings and AGM

- Set timetable for committee meetings throughout the year and call extra-ordinary Committee meetings if required
- Agree the agenda supported by the minute secretary and committee
- Chair the meetings
- Ensure a process is in place to ensure agreed actions have been undertaken

Rehearsals

- Coordinate relevant information and comments are communicated to the Choir at start of each rehearsal
- Ensure that choir members are putting out and storing away all equipment and that the Hall is locked up

Concerts

- Agree concert dates in negotiation with Music Director and Choir Secretary
- Co-ordinate the work of the committee and choir members to prepare for the concert using the concert preparation document
- Provide closing remarks and issue thanks at conclusion of event if required

Financial

- Communicate with Choir Treasurer on financial issues relating to the Choir and agree recommendations to go to the AGM and fixation of costs as appropriate.
- Counter signatory

Communication

- Ensure clear communication with choir members by liaising with Choir secretary regarding content of the weekly newsletter.
- Ensure clear communication between the chair and deputy chair to support the smooth running of the choir.
- Ensure the promotion of the choir through the work of the secretary and website manager

General Oversight

- Work closely with the MD to deliver the choir values and strategy
- Liaise with Committee members wherever appropriate to agree relevant action points to ensure progress
- Provide a management oversight on all matters relating to the effective functioning of the Choir
- Provide strategic direction on the organisation of the choir
- Mediate any arising issues as required

February 2024

Job spec for Deputy Chair of Hathersage Choir

Act as a deputy to the Chair during periods of absence or as required/agreed on all elements of the job spec.

In addition:

Provide an additional point of contact for committee and choir members feeding into the Chair as appropriate

Be a sounding board for the Chair giving feedback as necessary gathered from choir and committee members