

HCC COMMITTEE POSITIONS AND TASKS (revised Jan 2016)

All of the following committee positions require that the incumbent is able to carry out the tasks effectively and responsibly, attend monthly committee meetings, communicate effectively with the rest of the committee and third parties by email and create and distribute documents electronically.

<i>Position</i>	<i>Essential (but not definitive) Tasks</i>
Chairman	<ul style="list-style-type: none"> Preside over meetings of the Choir Committee Preside over choir business and its events Ensure Choir business is conducted properly Act as the Choir's head and representative Help achieve the Choir's aims and strategies
Treasurer	<ul style="list-style-type: none"> Collection and banking of weekly fees and annual subs Collate the membership weekly attendance records Pay weekly and monthly bills by cash and cheque Hold cash for weekly floats and cash purchases Raise cheques with one other signatory Handle official correspondence with bank Monthly bank reconciliation and accounts for meetings Provide floats at concerts and special events Bank concert monies, etc Hold the archive accounts Compile annual accounts for the AGM
Secretary	<ul style="list-style-type: none"> Take Choir committee meeting minutes Notify members of meetings Administer day-to-day activities Manage the Choir's order of business Distribute essential documents and information Arrange and book rehearsal venue
Concert Manager	<ul style="list-style-type: none"> Liaise with clients or promoters Liaise with venue owner as and when required Pre-concert venue checking and confirmation Arrange tickets and ticket sales (with Publicity Mgr) Liaise with Front of House Manager Produce concert programmes Arrange seating Arrange concert refreshments Arrange First Aid cover
Publicity & Marketing Manager	<ul style="list-style-type: none"> Run recruitment campaigns Issue press news about the choir Concert marketing and publicity Arrange tickets and ticket sales (with Concert Mgr) Maintain a presence on local websites Organise posters and advertising
Membership Manager	<ul style="list-style-type: none"> Point of contact for new members Care and welcoming of new members Keep membership records Keep member's contact and email listings Authorise members on download database Purchase and issue of Concert Folders and uniform Issue of Concert Folders and Uniform items to members

Front of House Manager	Manage Front of House at Choir concerts Build an effective FOH team Organise ticket and programme sales at the concert Ensure the wellbeing of the audience Care of special guests Organise and manage concert fund-raising and draws Liaise with Concert Manager as necessary
Librarian	Organise and distribute choir music Organise printing of sheet music Maintain the music archive Maintain the choir's historical archive
Section Leaders*	Ensure the wellbeing of the section members Represent members at committee meetings Liaise with the Membership Manager Maintain discipline within the section Monitor attendance Organise section rehearsals when required

*Section Leaders are not elected at the AGM. They are elected or appointed by the members of their section, as and when necessary (see paras 6.1 and 6.2 of the Constitution).

TO NOMINATE A CHOIR MEMBER FOR A COMMITTEE POSITION

To nominate someone for any of the above positions put your nomination in *writing* with:

- the name of the person you are nominating and the Committee Position,
- your name and signature as the Proposer,
- the name and signature of the Secunder.

Hand the nomination form to the Secretary or the Membership Secretary.