

## **ROYSTON CHORAL SOCIETY COMMITTEE**

### **Committee Role Descriptions**

Note: Some jobs are done by members of the executive committee, some are non-committee posts. Some are large and time consuming, others are not, but all are very important to the smooth running of the choir.

The whole committee retires at the AGM and if willing to continue, those members will accept re-election if no other nominations come forward.

For the main committee, the AGM elections are only to the committee.

The non-committee posts are not governed by the constitution and volunteers can be added as required.

#### **Chair (currently Huw)**

As well as being seen as the figurehead of an organisation, this is mainly a co-ordinating role.

The Chair chairs the meetings, makes sure the Committee functions effectively, and is often the first committee contact point approached.

The Chair liaises with the Musical Director and Concert Manager/s and emails communications to singers.

The Chair is also (*currently*) responsible for:

- typesetting concert programmes, commissioning programme notes, liaising with Penny on concert artwork and organising printing of posters and tickets
- liaising with musicians on biography notes
- maintenance of members' and supporters' databases and RCS website.
- issuing annual newsletter to singers

*(some of the above points could be undertaken by, eg, the Publicity Officer)*

#### **Secretary (currently Sue)**

The Secretary takes minutes at the meetings, produces agendas and deals with any general email correspondence addressed to the secretary.

The Secretary is responsible for booking and liaising with rehearsal venues and concert venues, and organising alternative rehearsal venues if necessary.

Advise Chairman and relevant Part Reps of enquiries from prospective new singers.

Assists with keeping choir distribution lists up to date, and communicating with singers as needed.

Organises the rehearsal Tea Rota.

#### **Treasurer (currently Caroline)**

The Treasurer is responsible for budgeting, management of accounts, and recording of all financial aspects of the Society, and for recommending an independent examiner to be appointed at the AGM to review the annual accounts.

Monitors membership subscriptions and co-ordinates with the Part Reps on current signed-up singers.

Pays musicians.

Orders music scores for purchase.

#### **Publicity Officer (Vacant) could be one main role owner, or split the requirements to individuals**

Organises all the publicity for the choir concerts and workshops, develops relationships with the local press, creates mailings for supporters' distribution lists, organises questionnaires, distributes posters. Keeps the RCS concert banner for display at venue prior to concert date.

Roles which could be undertaken by the Publicity Officer, some requiring a good level of computer literacy:

- Main point of contact for enquiries from the public (currently Huw, Caroline or Sue)
- Maintaining RCS website (currently Huw)
- Maintaining RCS singers' database and all distribution lists (currently Huw, with Sue assisting where possible)
- Updating and issuing welcome packs for new singers
- Setting up and maintaining an RCS archive (**new item**)

#### **Concert Manager/s (currently Lyn and Pauline)**

The Concert Manager/s are responsible for ensuring the smooth running of the non-musical aspects leading up to, and on the day of a concert.

Creating and managing the "job list" of volunteers for the collection, erection, take-down and return of staging, front of house, bar, orchestra teas (when required).

Managing seating for orchestra, soloists and singers.

Liaising with Chair and MD regarding emailing final arrangements for the day of the concert to singers and performers.

*(Full job description available separately)*

#### **Grants Officer (currently Carole)**

Applies for and negotiates grants and other funding via local contacts and government organisations.

#### **Social Media Manager – non-committee role (Fay)**

Responsible for social media platforms including managing RCS Facebook page.

#### **Social Secretary (currently Fay)**

Organises choir socials/meals/quizzes.

Books the venue and menus, ascertains and provides attendance numbers, and collects payments from attendees.

#### **Librarian - non-committee role (currently Melanie)**

The librarian is responsible for borrowing the required music scores from various libraries, keeping track of music lent to members, collecting, reconciling and returning it to the libraries.

Hires out scores to other choirs.

#### **Voice Part Reps (currently Brigid, Sue, Chris, Anthony)**

SATB part reps:

- keep the register for their section for rehearsal attendance and concert numbers.
- welcome new singers (along with Chairman and Treasurer at first rehearsal).
- advise the treasurer of the names of the term's members, for subscription purposes.
- liaise with Concert Manager/s and Chair for names and numbers for the concert.
- contact those who have missed three rehearsals, check with MD as to whether they should sing in the concert.
- communicate messages relevant for their section.

#### **100 Club (currently Julie C)**

Runs the 100 Club fund raiser (anyone can join – singers, their families, audience members).

#### **Making Music Rep (currently Carole)**

RCS contact for obtaining useful information from "Making Music" (previously known as National Federation of Music Societies).

**Tea and coffee person – non-committee role**

Secretary currently organises the rota, volunteer (currently Jenny Gilson) buys the provisions and checks stocks on the RCS cupboard shelf.

**Newsletter writer/s**

Currently Huw writes an annual newsletter to singers with contributions from the committee, and Chris writes a termly newsletter for emailing to singers, audience and general public.

**Ordinary members without portfolio (currently Chris, Penny and Jenny)**

Chris liaises with local press and the Listing for choir publicity, writes termly newsletters, distributes posters, keeps the concert banner for display outside concert venue.

Penny sources and prepares artwork for posters and tickets.

Our constitution lays down a minimum number (7) of committee members, but no maximum. Volunteers welcome to join the committee if they feel they could help out in any way.

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