

Committee positions 26/27

President

As President, you will be the spokesperson for Contemporary Choir, and the chairperson for the committee meetings, Annual General Meetings, and any Extraordinary General Meetings that are required. You will have overall responsibility for the development of the society and will make sure that Contemporary Choir continues to represent its members to the best of its ability.

As President, you lead the committee to ensure that members of the committee are organised, the society runs well and that everyone's opinions are heard. They make sure everyone on the committee is on top of their responsibilities and are coping with the workload. The president also takes the lead on organising the rehearsals and performances, and provides overall direction in order for the society to develop.

All committee positions are also expected to volunteer to help with setting up rehearsals and other events, and any other miscellaneous tasks that need doing! This helps share out the workload amongst the committee, making it more manageable for everyone.

Vice-President

As Vice-President, you will support and deputise for the President, helping to provide support and leadership to all other members committee where necessary. You will also be responsible for ensuring an Annual Risk Assessment is undertaken before the year starts, as well as an individual Risk Assessment for large scale events run by Contemporary Choir, such as concerts. You will also be responsible for the production and distribution of stash, and for the running of Contemporary Choir's intramural teams.

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Treasurer

As Treasurer, you will be the Chief Financial Officer and accountant for the society. You will be responsible for producing an Annual Budget, and for presenting a financial report to all members at the AGM. You will also be required to oversee the production of a budget for any events Contemporary Choir runs over the year, and to work with the Fundraising Secretary to ensure that all fundraising activities comply with charity law.

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General Secretary

As General Secretary, your main responsibility will be to manage choir administration. You will need to take minutes during the committee meetings and assist the president in creating an agenda. You will communicate with the members through writing and sending the weekly email and also creating any feedback surveys required. You will also be responsible for managing the choir's internal or external communications and contacting other groups or societies that the society wishes to collaborate with.

The General Secretary will also be responsible for managing Contemporary Choir equipment through keeping an up-to-date inventory of all equipment owned by the society and ensuring the locations of the equipment are known by the society.

You will also be responsible for encouraging the wellbeing within the society through the creation and management of wellbeing material and appointing wellbeing officers for Contemporary Choir events.

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Social Secretary

As Social Secretary, you are responsible for ensuring that, where possible, Contemporary Choir runs at least one social per fortnight. You are also responsible for ensuring that the society offers a wide range of socials, appealing to all members, and taking the lead on organising the socials liaising with venues, committee members etc.

You will also be responsible that socials remain accessible to all members.

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Publicity Secretary

As Publicity Secretary, you will be responsible for creating any graphics used by the society (social media posts, posters and programs) and printing them. You will also be responsible for

running all public facing accounts representing Contemporary Choir (social media, Guild web-page). You will be responsible for ensuring that all posts made by Choir accounts comply with our ethos, represent the membership of the society and maintain a consistent brand image for the society. If there is a recording of the concert you will be responsible for this too.

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Fundraising Secretary

As Fundraising Secretary, you will oversee the fundraising efforts of the group, coming up with fun and engaging ways to raise money. You will also be responsible for overseeing the selection of Contemporary Choir's 'Charity of the Year', and will need to ensure this process is fair and democratic. The fundraising secretary will also be the lead contact when working with any charities directly. For the concert you will be responsible for organising the raffle and bakesale.

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Music Team

Musical Director

As Musical Director, you will be responsible for leading rehearsals and also chiefly responsible for musical repertoire. Previous Musical Directors have arranged most of the songs we sing and you would be able to use existing arrangements as well as add your own. The Musical Director has the biggest impact on the atmosphere of choir, as it is you that most members will see the most! The Musical Director is also in charge of choosing set-lists for concerts, and takes a lead on helping the choir to learn new pieces. The Musical Director should have the musical knowledge to confidently lead the choir and answer any questions members may have about notation etc on the sheet music.

The Musical Director (supported by the Associate Musical Director) will print any music needed for the choir and purchase or hire any equipment needed for performances.

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Associate Musical Director

As Associate Musical Director, you will work with the Musical Director to run rehearsals and also assist with selecting the musical repertoire. Previous Associate Musical Directors have arranged most of the songs we sing and you would be able to use existing arrangements as well as add your own. The Associate Musical Director has a large impact on the atmosphere of choir, as its members will become very familiar with you! The Associate Musical Director also helps to organise and run concerts, and assists in helping the choir to learn new pieces and printing music. The Associate Musical Director should have the musical knowledge to confidently lead the choir and answer any questions members may have about notation etc on the sheet music.

The Associate Musical Director will support the Musical Director in printing any music needed for the choir and purchasing or hiring any equipment needed for performances.

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