

# Cawthorne Choral Society

## Role Description: SECTION REPRESENTATIVES

### PURPOSE

To assist the Chair and committee in the coordination of activities required to achieve the objects of the Society as set out in its Constitution document.

To represent the views of members of own Section (voice part) of the Society to Committee and when appropriate cascade Committee decisions and proposals to Section members. To record rehearsal and concert attendance of Section members.

### KEY RESPONSIBILITIES

1. To monitor and record attendance at rehearsals and concerts using the Register provided by the Secretary.
2. To represent the views of Section members to the Committee.
3. Where appropriate, cascade decisions and proposals from the Committee to Section members.
4. To ensure new members feel welcomed and seated appropriately within the section. To ensure they receive the Welcome letter and are aware of procedures re enrolment, subscriptions, attendance etc
5. To monitor expected level of attendance of section members at concert performances and escalate to Music director and Committee if too many or too few members of the Section plan to perform.