

Cawthorne Choral Society

Role Description: CHAIR

PURPOSE

To coordinate the activities required to achieve the objects of the Society as set out in its Constitution document. This includes ensuring that the committee fulfils its responsibilities for the governance and success of the society. The Chair acts as spokesperson for the Society and works to maintain key relationships within the committee, with choir members and other outside bodies.

KEY RESPONSIBILITIES

1. Ensure the Constitution of the Society is followed and that all Officers and Committee members are aware of their responsibilities.
2. Chair meetings of the Society (including Committee, Annual General and Special/Extraordinary General) and, with assistance from the Secretary, ensure the meetings are conducted in an effective and efficient manner by setting the agenda and ensuring accurate minutes are kept reflecting the discussion and decisions made.
3. Communicate with Choir members and outside bodies as required including (but not limited to) preparing an Annual Report to members for the AGM and notes/introduction for concert programmes.
4. With the assistance of the Treasurer maintain an overview of the Society's finances and act as bank signatory.
5. Maintain an overview of the activities of the other Officers, the Ordinary Committee members, any Sub-committees, or Working Groups and of other Members involved in the running of the Society.
6. If possible, provide at least 12 months' notice of intention to retire from the role of Chair.
7. Agree concert dates with Music Director, by 31st July in respect of the following year.
8. Agree rehearsal dates with Music Director, minimum of three months in advance.
9. Actively seek opportunities to promote and publicise the Society.