

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **CHAIRMAN**

##### **PURPOSE**

To coordinate the activities required to achieve the objects of the Society, namely to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects including through the presentation of public concerts and recitals.

##### **KEY RESPONSIBILITIES**

1. Ensure the Constitution of the Society is followed and that all Officers and Committee members are aware of their responsibilities as Trustees of the Society.
2. Chair meetings of the Society (including Committee, Annual General and Special/Extraordinary General) and ensure accurate minutes are recorded.
3. Maintain an overview of the Society's finances and be a cheque signatory for the Society's bank accounts.
4. To countersign contracts for venue hire and soloists.
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. Actively seek opportunities to promote and publicise the Society.
7. Provide at least 13 months notice of intention to stand down, at the latest at the Committee meeting in August of the preceding year.
8. Agree concert dates for season with Music Director, minimum of 2 years in advance.
9. Agree rehearsal dates for season with Music Director, minimum of 1 year in advance.
10. Discharge the duties of Trustee of the Society and further its charitable aims.

Updated September 2016 to include cheque signatory to Society's bank accounts and countersignature for contracts for venues and soloists.

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **TREASURER**

##### **PURPOSE**

Whilst the Committee retains overall responsibility for control of the Society's finances, the purpose of the Treasurer is:

- To ensure that the Society's finances are managed in an efficient manner in accordance with the aims and objectives agreed by the elected Committee on behalf of all members.
- To advise the Committee on all aspects of financial matters in order to ensure that the Society's funds are used solely for the good of its members and are kept solvent at all times.

##### **KEY RESPONSIBILITIES**

1. Arrange for prompt banking of all income received.
2. Pay, on or before the due date, all approved expenditure, including invoices and expenses claims.
3. Maintain a Cash Book record of all income and expenditure transactions.
4. Produce a financial report to the Committee after each concert and, as required, for the overall management of the Society's finances.
5. Produce independently examined year end final accounts for presentation to all members at the AGM.
6. Complete the Society's annual return to the Charity Commission, including AGM reports presented by the Chairman, Secretary and self.
7. Maintain a budget forecast for (at least) the current and next years income and expenditure, in conjunction with future concerts planned by the Music Sub-Committee.
8. Propose spending level for concert season (September to July) for approval by Committee at February meeting, 3 years in advance.
9. Make appropriate contractual arrangements to minimise risk to the Society.
10. Forward copies of concert programmes to PRS.
11. Discharge the duties of Trustee of the Society and further its charitable aims.

October 2014

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **SECRETARY**

##### **PURPOSE**

To assist the Chairman in the coordination of the activities required to achieve the objects of the Society, namely to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects including through the presentation of public concerts and recitals. To ensure accurate minutes of ACS Committee and other meetings are recorded.

##### **KEY RESPONSIBILITIES**

1. To attend to correspondence addressed to the Choir.
2. To take the minutes of the AGM, and any other special meetings.
3. To be a cheque signatory for the Society's bank accounts.
4. To liaise with the Chairman in order to prepare and circulate an agenda prior to each Committee meeting.
5. To attend Committee meetings and take an accurate record of Committee members present, apologies received, summary of discussions, and actions agreed.
6. To circulate minutes to all Committee members, by email or hard copy as appropriate, within the time scale specified in the constitution.
7. To ensure minutes are available for all choir members to access, by displaying on the choir notice board at rehearsal, or by other means as agreed by Committee.
8. To prepare and keep up-to-date the choir's working documents (summary of dates of concerts, rehearsals and meetings; job descriptions and terms of reference; schedule of actions; constitution; length of service records; etc).
9. To discharge the duties of Trustee of the Society and further its charitable aims.

Updated September 2016 to delete "cover for Treasurer".

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **DEPUTY CHAIRMAN**

##### **PURPOSE**

To deputise for the Chairman in the coordination of the activities required to achieve the objects of the Society, namely to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects including through the presentation of public concerts and recitals.

##### **KEY RESPONSIBILITIES**

1. If the Chairman is absent, chair meetings of the Society (including Committee, Annual General and Special/Extraordinary General) and ensure accurate minutes are recorded, also make any announcements required to the Society at rehearsal.
2. If the office of Chairman falls vacant other than at the AGM, fulfil the role of Chairman until the next AGM.
3. Make room bookings required for rehearsals and Committee meetings, communicate costs to Committee.
4. Make concert bookings, complete booking forms and contracts, communicate costs to Committee.
5. Be responsible for all other issues connected with or resulting from room and concert bookings as they arise, e.g. piano hire; support Concert Manager.
6. In the final year of the Chairman's term of office, take on the role of "Chairman-in-waiting" with the intention of standing for election as Chairman at the next AGM.
7. Discharge the duties of Trustee of the Society and further its charitable aims.

Updated September 2016 with addition of new item 5.

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **MEMBERSHIP SECRETARY**

##### **PURPOSE**

To assist the Chairman in the coordination of the activities required to achieve the objects of the Society, namely to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects including through the presentation of public concerts and recitals.

##### **KEY RESPONSIBILITIES**

1. To keep up to date records of all singing members, and distribute copies as and when required.
2. To ensure new members are given all the necessary information and to introduce them to their section registrars.
3. To prepare members lists for the purpose of singing, tickets, and programmes, and distribute as necessary.
4. To collect subscriptions, bank the same and to set up and monitor standing orders for all subscription payments, and to ensure subscriptions are paid in full and up to date.
5. To prepare the gift aid returns to the Inland Revenue to obtain tax rebates.
6. To discharge the duties of Trustee of the Society and further its charitable aims.

October 2014

# **ALTRINCHAM CHORAL SOCIETY**

## **JOB DESCRIPTION**

### **LIBRARIAN**

#### **PURPOSE**

To ensure singing members of the Society, soloists and orchestras are provided with music scores in time for rehearsal for the Society's concerts and other events.

#### **KEY RESPONSIBILITIES**

1. Obtain future concert programmes and liaise with the Music Director as to what is required and when.
2. Source scores for next concert from library, other choirs, internet etc, to be available at or before 1<sup>st</sup> rehearsal, starting on or about 1<sup>st</sup> rehearsal for previous concert, having regard to hire costs, edition, etc. Ensure sufficient for new members/open rehearsals and some spare, e.g. for soloists.
3. Advise Committee of hire costs.
4. Arrange for photocopying of music, where appropriate.
5. Collect scores from local library. Mark out and distribute to members.
6. Arrange for return of scores from members, and then by post or delivery to lender on or after concert. Chase up missing copies.
7. Liaise with treasurer to pay invoices and with membership secretary for up to date membership list.
8. Occasional sourcing and delivery of music for organist, ensembles or orchestras.
9. Keep the Society's library list up to date on website and elsewhere.
10. Administer loans out to other societies from the ACS library. Pack, post and invoice for this.
11. Bulk purchase of new copies of music (particularly '100 Carols for Choirs') for members to buy.
12. Maintain for posterity all concert programmes.
13. Discharge the duties of Trustee of the Society and further its charitable aims.

July 2014

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **PUBLICIST & ASSISTANT PUBLICIST**

##### **PURPOSE**

To promote and publicise the Society and its events, e.g. concerts, workshops, etc.

##### **PUBLICIST**

##### **KEY RESPONSIBILITIES**

1. Produce advertisements and other material, e.g. leaflets, to promote both the general aims of the society and also specific events, e.g. concerts, workshops etc.
2. Produce and liaise with concert venue regarding input to their promotional brochure.
3. Produce poster design and concert tickets as required, and oversee printing costs and distribution of such.
4. Use (and liaise with other committee members with admin permissions to such), social media including, but not limited to, Twitter/Facebook, and maintain the online security of such.
5. Work with local/national press and media to promote both the Society and specific events.
6. Liaise with the choir webmaster to ensure all publicity and content is relevant and appropriately represented by other organisations.
7. Produce any 'ad-hoc' designs (awards, certificates, etc).
8. Advise Committee of all costs.
9. Discharge the duties of Trustee of the Society and further its charitable aims.

##### **ASSISTANT PUBLICIST** (non-Committee role)

##### **KEY RESPONSIBILITIES**

1. Co-ordinate preparation of content, edit and produce concert programmes, including Christmas, and oversee printing costs and distribution.
2. Liaise with and provide a point of contact for the charity chosen for the concert season in order to promote and further the publicity aims of both organisations.
3. To store and organise sales of ACS CDs at events

Updated September 2016 to reflect division of previous Publicity Manager role between new roles of Publicist and Assistant Publicist, the latter is a non-Committee role.

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **CONCERT MANAGER**

##### **PURPOSE**

To plan and implement actions required for staging of concerts by the Society, and to be responsible for logistical arrangements and non-musical issues on the day.

##### **KEY RESPONSIBILITIES**

1. Ensure familiarity with concert venue and facilities.
2. Ascertain concert performer numbers (choir, guest performers, soloists, orchestras) and define stage plan for same.
3. To book car park space at RNCM on concert dates for MD plus any others required as specified by Music Sub-committee members.
4. Liaise with venue management on stage seating, changing facilities, and any special requirements for the concert.
5. Confirm delegated responsibilities: availability of music folders; ordering, collection and presentation of bouquets & buttonholes; provision of VIP hospitality and of interval refreshments (latter for carol concerts only).
6. Agree choir dress code, stage protocol and choir discipline with Music Director and Committee, and instruct choir of same.
7. At the concert venue, assign choir seating, assign changing facilities to choir, orchestra, soloists as required, define entry/exit procedures and manage choir entry. Liaise with RNCM SM and Front-of-House Manager (FOH) regarding facilities for programme sales and publicity, reserved seats and wheelchairs, and any special staging arrangements.
8. At the concert venue, to assist the Music Director throughout the rehearsal and pre-concert period, and to divert any non-musical issues away from the MD.
9. Discharge the duties of Trustee of the Society and further its charitable aims.

July 2013

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **TICKETS SECRETARY**

##### **PURPOSE**

To organise the distribution and sale of concert tickets and to account for the monies received.

##### **KEY RESPONSIBILITIES**

1. Collect tickets from RNCM box office and return unsold tickets to them with a completed RNCM 'Breakdown of Ticket Sales' form.
2. For URC concerts, estimate number of tickets required, obtain them from Publicity Manager and issue as appropriate with regard to venue capacity.
3. Provide complimentary tickets as requested by Music Sub-committee, Concert Hostess and Patrons & Sponsors Secretary.
4. Allocate tickets to singing members according to membership lists provided by the Secretary, keep a record of ticket numbers issued and distribute via the Section Representatives.
5. Administer the sale of extra tickets via the Society's members, keep records of ticket number sold to whom and of cash or cheques received.
6. Ensure monies received, tickets distributed and tickets in hand are in balance and prepare summary after each concert.
7. Bank monies, keep the Treasurer informed.
8. Obtain audience count figures from RNCM, or for other venues from tickets collected at the door.
9. Prepare an annual summary of ticket sales for the Committee meeting in August.
10. Discharge the duties of Trustee of the Society and further its charitable aims.

September 2010

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **SECTION REPRESENTATIVES (x4)**

##### **PURPOSE**

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

##### **KEY RESPONSIBILITIES**

1. Monitor and record attendance at rehearsals and concerts.
2. Represent the views of Section members to the Committee.
3. Where appropriate, cascade decisions and proposals from the Committee to Section members.
4. Welcome new Section members and ensure that they are guided through the induction process.
5. 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.
6. Actively contribute to the management of the choir by attending meetings and acting the best interests of the full choir.
7. Maintain contact with members of the section who are absent for more than a short period, using discretion as to whether this is appropriate in particular cases.
8. Discharge the duties of Trustee of the Society and further its charitable aims.

October 2013

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **MUSIC DIRECTOR** (non-Committee role)

#### **PURPOSE**

To achieve the optimum performance of which the choir is capable - by conducting concerts and, through rehearsals, developing the singing ability and musical appreciation of members and audience.

#### **KEY RESPONSIBILITIES**

1. Conduct three concerts to an agreed annual schedule, currently one in each of the autumn, spring and summer terms plus one or two carol concerts each December.
2. Conduct concerts on agreed overseas and UK tours or day trips, including associated rehearsals.
3. Conduct all weekly rehearsals prior to each of the concerts, except for the two or three undertaken by the Deputy Music Director.
4. Ensure conducting cover for all rehearsals is in place.
5. Chair the Music Sub-Committee and present annually their proposals for approval by the Committee, within given budgetary limits, for the programme of music to be performed, together with orchestras and soloists.
6. Provide informal coaching for the Deputy Music Director to develop his/her conducting and rehearsal skills.
7. Attend the monthly Committee meetings in an advisory capacity.
8. Present a review of the year, in performance terms, at the AGM.
9. Liaise with the Deputy Music Director over rehearsals and performances in such matters as content of rehearsals and interpretation of works so as to ensure consistency of approach.
10. Carry out auditions of those applying to join the Society and recommend whether or not they be accepted for membership.
11. Occasionally undertake additional tasks, such as recording sessions or additional one-off concerts, by agreement with the Committee.
12. Generally promote the good name of the Society.
13. Give at least two terms' notice of intention to resign from the position.

Updated September 2016: Item 2.

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **DEPUTY MUSIC DIRECTOR** (non-Committee role)

#### **PURPOSE**

To assist the Music Director in pursuing the choir's highest capable standard of performance and developing the members' singing ability and music appreciation by taking some rehearsals and, occasionally, conducting certain parts of concerts.

#### **KEY RESPONSIBILITIES**

1. Attend the first rehearsal of each of the three terms.
2. Direct at least two but no more than three rehearsals per term as arranged with the Music Director and in accordance with his directions.
3. Assist the Music Director in some rehearsals when separate practice for different voice parts is required.
4. Contribute to at least one rehearsal for "Carols with the Choral" and to the conducting of that event.
5. Liaise with the Music Director in matters such as the content of rehearsals and interpretation of works so as to ensure a consistency of approach.
6. Attend the dress rehearsal and concert at the end of each term.
7. Be available on all Monday rehearsal evenings so as to substitute for the Music Director should that become unexpectedly necessary.
8. Generally promote the good name and reputation of the Society.
9. Give at least one term's notice of an intention to resign.

Updated October 2016: Deleted old item 8 re "attend Music Sub-committee meetings".

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **ACCOMPANIST** (non-Committee role)

#### **PURPOSE**

To provide piano accompaniment, to professional standard, at all rehearsals and at some concerts or parts of concerts, under the general direction of the Music Director and to perform works as a soloist within some concerts.

#### **KEY RESPONSIBILITIES**

1. Attend all (normal Monday) rehearsals and accompany the singing as requested by the Music Director or Deputy Music Director.
2. Accompany some concerts or parts of concerts and perform as soloist in some (probably no more than 2 in each season).
3. Accompany parts of the annual carol concerts (but not audience carols or guest choirs).
4. Accompany the choir in concerts on agreed overseas and UK tours or day trips, including associated rehearsals.
5. Provide accompaniment at occasional additional events such as recording sessions.
6. Arrange for a replacement accompanist (where possible) to cover in the event of any absences due to illness.
7. Occasionally undertake additional tasks such as recording sessions or additional one-off concerts, by agreement with the committee.
8. Generally promote the good name and reputation of the Society.
9. Give at least one term's notice of an intention to resign the position.

Updated September 2016: Item 4.

## **ALTRINCHAM CHORAL SOCIETY**

### **MUSIC SUB-COMMITTEE**

#### **TERMS OF REFERENCE**

##### **COMPOSITION**

The membership of the Music Sub-committee shall be the Music Director, who shall be a member *ex-officio* and who will serve as chairman, and three members of the Society who shall be appointed by invitation of the Society's Committee. They will be persons with sufficient knowledge and experience of the choral works sung by the choir and also have up to date contacts in the choral and orchestral fields. Their periods of office will be by agreement between the individual and the Committee. The membership of the Music Sub-committee will be reported each year at the Society's annual general meeting.

##### **FUNCTION**

The function of the Music Sub-committee is to make proposals for the music to be sung at concerts for consideration by the Committee. In formulating their proposals the Sub-committee will have regard to the following criteria:

- 1) the spend range (high, medium or low) set by the Committee for the season in question (decision taken by Committee at its November meeting each year, 22 months before season);
- 2) the wishes of members expressed through periodic surveys, at the AGM and informally;
- 3) a rolling programme of performing major choral works;
- 4) when more than one work or a series of short items are proposed for a concert, the nature, compatibility and duration of each;
- 5) the advice of the Music Director on the ability of the choir to perform particular works to an acceptable standard, but with sufficient challenge for the choir;
- 6) any significant anniversaries of e.g. composers' births or deaths or major national events;
- 7) the potential box office appeal of the music proposed.
- 8) the duration and estimated finish time of the concert in the light of the music proposed.

The Sub-committee's proposals, including detailed costings for a full season (September-July, including costs of Christmas Carol concerts, but excluding content) are to be submitted to Committee by end February 19 months before start of season for approval at the March Committee meeting each year. Proposals for the content of Christmas Carol concerts for that year are to be submitted to Committee by end of August for approval at the September Committee meeting each year. The Committee will consider the proposals for all concerts in accordance with the criteria set out above.

**ALTRINCHAM CHORAL SOCIETY MUSIC SUB-COMMITTEE  
TERMS OF REFERENCE (continued)**

**MEETINGS**

The Sub-committee will meet at least once per term and more frequently including “virtually” if it deems necessary. Its deliberations will be reported to the following monthly Committee meeting by means of brief written notes (for circulation to the Committee not later than 3 weeks after they have met) and an oral report. Three members must be present for the Sub-committee to be quorate. The Music Director and one other member of the Sub-committee will attend all Committee meetings and report orally on the Sub-committee’s deliberations.

**RESPONSIBILITIES OF INDIVIDUAL MEMBERS**

The responsibilities of individual members of the Sub-committee, for example for liaison with soloists and orchestras, are set down in the agreed and approved job description.

October 2015

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **MUSIC SUB-COMMITTEE MEMBER** (non-Committee role)

##### **PURPOSE**

To serve as a member of the Society's Music Sub-committee in accordance with its Terms of Reference in particular participating in the discussions to agree on proposals for the music to be sung at the Society's concerts.

##### **KEY RESPONSIBILITIES**

1. Attend meetings of the Sub-committee and, as designated, of the Society's Committee.
2. Submit brief written notes of the Sub-committee's meetings to the Committee's subsequent meeting, these notes to include date, attendance, issues considered and the process by which music proposals were determined.
3. Ensure that proposals for the music to be sung are submitted to the Committee in accordance with the established timetable.
4. Communicate and agree the Society's requirements to prospective soloists and/or orchestras/ensembles, maintain effective communication with them and provide all relevant information to the Committee.
5. Complete the relevant sections of the contracts for singers and/or orchestras/ensembles, submit to the performers for signature and lodge the completed contracts with the treasurer.
6. Maintain a record of planned expenditure for concerts in conjunction with the Treasurer.

July 2013

## **ALTRINCHAM CHORAL SOCIETY**

### **JOB DESCRIPTION**

#### **PROJECTS MANAGER** (non-Committee role)

#### **PURPOSE**

To be responsible for planning and management of one-off projects and events.

#### **KEY RESPONSIBILITIES**

1. Develop and implement effective plans for one-off projects and events, eg singing days, tours, and CD recording.
2. Work with the Music Director, Deputy and other members of the committee as relevant to their roles, to ensure projects are managed effectively with a co-ordinated approach.
3. To act as a conduit for development ideas.
4. To investigate funding opportunities which may link into possible projects.
5. Provide timely information, options and updates, including cost implications, to the committee as required.
6. Liaise with external contacts and venues as relevant to each project.
7. Keep members informed of plans and arrangements for events as appropriate.

July 2012