

ROLE DESCRIPTION

ROLE TITLE: Chair

LAST UPDATED: June 2019

The role of the Chair is to work with the committee organising and facilitating choir activities; to ensure that our aims within our constitutional remit are achieved; the reputation of the choir is supported and protected; legal responsibilities are met.

1. POSITION AND SUPPORT

Accountable to: Trustees, committee and choir membership

Accountable for: the activities of the Choir

Liaises with: Musical Directors, pianists, other Trustees, committee members and choir members

Works within a team of: Trustees and committee

2. KEY RESPONSIBILITIES

1. Ensure the choir is run efficiently, is financially viable and complies with our constitution

Inter-choir activities

2. Help recruit enough volunteers to achieve the above through the activities of the choir
3. Ensure members feel included, informed of choir activities and able to contribute
4. Chair AGM, committee and trustee meetings and ensure minutes are accurately recorded
5. Deal with disagreements within the choir
6. Ensure performances are run efficiently and enhance HCS reputation
7. Guard the reputation of the choir
8. Help to maintain a harmonious choir where the joy of singing to the best of our abilities remains a priority

Interaction with professional musicians

9. Lead on recruitment of musical directors and accompanists as necessary
10. Liaise regularly with the musical directors (MD) of HCS and HYC
11. Discuss the MD's suggested musical programmes with him/her and the committee
12. Suggest and discuss with the MD new choir ventures outside regular rehearsals and concerts
13. Review professional musicians' fees with trustees

Relationship beyond the choir

14. Build relationships with related outside bodies and organisations
15. Maintain close, co-operative and supportive relationships with HYC
16. Present the public face of the choir

Administration

17. Work with the Secretary to produce each season's calendar
18. Ensure, with the Secretary, that policy documents and the HCS Handbook are updated
19. Complete, with Treasure, the annual return to the charity commission

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3. QUALITIES & EXPERIENCE

1. Experience and ability to lead meetings
 2. Willingness to engage and involve others in choir activities
 3. Ability to recruit and engage members of choir for choir positions
 3. Experience liaising with outside bodies such as our landlord, Henley Town Council, concert venues in order to build and maintain goodwill
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4. APPOINTMENT AND TIMESCALES

1. Appointed for three years and a further three years.
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5. LOCATION, TRAVEL & EXPENSES

N/A

6. BENEFITS

N/A
