

Membership Secretary Job Description

- The MS is responsible for checking the attendance of the members at each rehearsal. An assistant helps with the registration which starts at 6.50pm and finishes at 7.30pm. Both these positions are essential at every rehearsal.
- Reasons for absence, illness, moves and voice changes all have to be noted. Absences of more than 3 rehearsals must be referred by the member to the Conductor.
- The MS works closely with the MS-SUBS at the beginning of each term.
- The MS provides the concert programme designer with a list of members names to be included in the programme.
- The MS prepares voice lists alphabetically by voice for the whole membership before the start of the season.
- Applications to join are co-ordinated and the MS arranges the required auditions.
- The MS completes the Membership cards, obtains the conductors signature, and issues to new members.