

Job Description – Secretary – January 2019

- Compile reports from committee, prepares for and circulate Agenda for Committee Meetings together with Chairman
- Takes minutes at Committee Meetings, writes them up and circulates following Chairman's approval
- Invites Dean to chair the AGM
- Prepares Annual General Meeting together with Chairman. Takes minutes at Annual General Meeting, writes them up and circulates following Chairman's approval
- Liaises with Musical Director for concert/rehearsal/re-audition dates during summer prior to Autumn term starting
- Books dates with Cathedral for upcoming concerts, rehearsals, re-auditions including rooms for orchestra and soloists
- Maintains the "Future Dates" document. When updated, send to Webmaster for uploading onto website.
- Retain copies of all posters and programmes for each concert in archive folder
- File soloist contracts
- Maintains the WCOS Committee contact list and circulates as and when updated
- Maintains the list of future concerts and orchestras booked. Circulate when necessary. Ask Cathedral to reserve dates (pencil in) for future years
- Liaise with Musical Director for date of Come and Sing then books venue
- Books venue for Autumn and Spring Social evenings
- Helps set up and clear up social evenings. Provides plates/serviettes/platters/table cloths/rubbish bags
- Do the layout, proofread and orders tickets with the printers for year ahead
- Invites Mayor and Mr Crossland to attend concerts and updates Ticket Master on comps. required
- Circulates to Webmaster any emails of interest to Members or other concerts/events by other choirs
- Respond to enquiries from potential new members giving details on how to join
- When new members have passed audition, send welcome letter
- In future/organise Buddy system and new Welcome pack – with Marion Robinson
- Answer any enquiries or requests of assistance from Committee Members, Music Director and Cathedral Offices
- General administrative duties including ad-hoc projects and requests