

WCCC Committee Roles and Responsibilities – January 2021

Role	Responsibilities
Chair (Officer)	Responsible for - Management of Committee meetings - Co-ordination and monitoring of Committee's activities and actions - Monitoring and promoting the general development of choir - Formal representative and "voice" on non-music-related matters - Members' point of contact for non-music-related matters. Briefs them on key issues and events - Liaison, as appropriate, with Chapter -
Musical Director (Officer)	Responsible for - Repertoire - Musical standards and auditions - Make-up of choir - Selection of soloists and concert accompanist/orchestra - Point of contact for all music-related matters - formal liaison with Cathedral's Director of Music
Secretary (Officer)	Responsible for - Organising Committee meetings, AGM and elections - Keeping records, minutes and correspondence - Dealing with: - Choir correspondence - Terms of Reference - GDPR - Members' contact details - Attendance records - New members' welcome and information - Distribution of information about rehearsal and concert arrangements to members - Waiting list of prospective members
Treasurer (Officer)	Responsible for - Managing the budget and operation of financial procedures - Management accounts - Financial updates for Committee meetings - preparation of end-of-year accounts and presentation of same to AGM - Annual budgets and forecasts and budgets for individual concerts and other enterprises e.g., CD production - Organising receipts and payments to and from designated fund through Director of Music and Cathedral finance systems - Collecting annual subscriptions and revisions to subscription (advice to Committee and AGM)
Chapter Representative	- Principal point of contact with Cathedral

(Member)	- Provides Chapter's view on all management matters
Development Coordinator (Member)	Responsible for - Creating a Development Plan that supports the purpose and aspirations of WCCC - Providing ideas and initiatives for consideration by the Committee in the key Development areas - Advising and leads on the planning, set-up and delivery of agreed initiatives within agreed timeframes - Liaising with the Committee and external partners in the planning and delivery of Development-related work - Providing updates for Committee meetings and Development agenda items for discussion
Librarian (Member)	Responsible for - Liaising with Musical Director over music requirements - Acquiring and returning music to suppliers after performances - Distributing music: keeping track & records of scores handed out & returned - Storing the choir's own music and archives
Concert Manager (Member)	Responsible for - Booking the venue and agreeing what is required before, during and after the concert: rehearsal and performance times, resource and tuning requirements, stewarding, refreshments, sponsor care, access arrangements, choir facilities and H&S checks - Sending performers their contracts to include details of date, time and venue, works to be performed, rehearsal times, agreed fee, biog deadlines. - Dealing with ticket sales, PRS requirements, dealing in collaboration with Treasurer, all concert receipts and payments. - Ensuring that the venue is cleared-up and, when necessary, help the venue's officers to restore it to "normal" - Dealing with post-performance communications e.g., thank you letters
Publicity Coordinator (Member)	Responsible for - Producing and distributing - Concert posters and flyers - Publicity material and press releases - Maintaining the Choir's profile on social media e.g., Facebook, Twitter
Local Event Coordinator (Member)	Responsible for - Identifying and organising occasional social/fund raising events which are self-funding and, where possible, generate a contribution to the choir's income

	- Supporting the Concert Manager with the organisation of local events and concerts - Supporting the Development Coordinator with local outreach, for instance by coordinating with fundraising and social events
Webmaster (Member)	Responsible for - Looking after WCCC's website by - Monitoring access and usage - Maintaining security - Updating and adding content to newsletter, calendar, members' pages, pictures, links etc. - Maintaining subscriber lists and contact arrangements - Informing members of changes