

Manchester Community Choir (MCC) is a registered charity and has a management committee made up of trustees, to deal with the running of the choir. There's more to this than meets the eye, and this document summarises the



essential tasks and who does them. If you are interested in becoming a trustee, any of the current committee can tell you what is involved, or you could email any questions to the-score@manchestercommunitychoir.org.uk

Contents

(See the [Meet the Committee](#) page for the names of the current post holders)

Page 2: All Trustees
Chair

Page 3: Deputy Chair
Treasurer

Page 4: Secretary

Page 5: Minutes Secretary
Membership Liaison
Events Co-ordinator

Pages 6: Website Manager

All Trustees (as per Making Music)

As well as [the formal duties of a trustee](#) of a registered charity, all MCC trustees are expected to:

- Assume the responsibilities of and act as a committee member on behalf of the group and act as a voice for the membership at large.
- Attend all committee meetings if possible
- Organise - or help others to organise – performances, workshops, socials and other choir events.
- Recruit and support choir members who are undertaking voluntary tasks for MCC (eg refreshment provision, audio visual provision, photography, CD sales etc)
- Undertake practical tasks on behalf of the choir (eg prepare and reinstate the space at DBC for rehearsals and performances, help get the podium, banners and PA to and from gigs, book coaches and venues, produce publicity materials etc.)
- Support the MD and work with him/her and other trustees to provide a varied repertoire.

Chair

As per Making Music template (plus MCC extras)

The figurehead for the group, represents the group on an official basis, the person who unites the committee and who has an overview of all activity within the committee

General

- Assume the responsibilities of and act as a committee member on behalf of the group
- Attend all committee meetings if possible
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group
- Represent and promote the group and its activities in a positive and appropriate manner
- Work with committee to plan the strategic direction of the group
- Oversee and manage the implementation of the group's strategy
- Take responsibility for the actions of the group

Committee

- Oversee the activities of other committee members
- Delegate duties / allocate tasks when appropriate
- Chair all committee meetings if possible, or otherwise nominate one of the other officers to do so
- Have the casting vote at committee meetings where this is required or necessary

Governance

- Chair the AGM, or otherwise nominate one of the other officers to do so
- Ensure that the constitution is upheld at all times by the group
- Ensure that the organisation acts within the limits of the law
- Advise the committee and the membership on procedure in accordance with the

- constitution and the law
- Be the main signatory on behalf of the group on all official documents
- Be a signatory on the bank account
- Hold the primary responsibility for recruitment of, day to day liaison with and contractual matters relating to the MD.
- Prepare slides for and make announcements of choir matters to members at rehearsals (or nominate another trustee to do so
- Carry out any other duties that may be deemed necessary by the Committee.

Deputy Chair

- Assist and support the Chair
- Fill in for the Chair when absent by undertaking the responsibilities of the Chair
- When necessary, nominate another trustee to carry out duties, with agreement of the committee.
- Attend all committee meetings if possible

Treasurer

As per Making Music template

The Treasurer looks after everything financial to do with the group

General

- Assume the responsibilities of and act as a committee member on behalf of the group
- Work with committee to plan the financial strategy of the group
- Attend all committee meetings if possible
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group
- Represent and the promote the group and its activities in a positive and appropriate manner

Financial planning

- Oversee and implement the financial strategy of the group
- Chair the finance subcommittee
- Oversee the financial wellbeing of the group
- Assist other committee members in planning budgets for their area of responsibility
- Present the accounts to the committee on a quarterly basis
- Present the accounts to the membership on an annual basis
- Prepare budget forecasts for scrutiny by the committee

Financial administration

- Receive subscriptions from the membership and pursue missing monies when necessary
- Prepare invoices for monies due if necessary
- Pay all invoices promptly

MCC TRUSTEE ROLES

- Make all payments in accordance with agreed procedures
- Maintain the bank account on behalf of the group
- Record all income and expenditure for the group and maintain cash flow
- Maintain appropriate evidence such as receipts and invoices
- Process the Gift Aid claim on an annual basis (or delegate to another trustee)
- Carry out any other duties that may be deemed necessary by the Committee

Secretary

As per Making Music template plus MCC additions.

General

- Assume the responsibilities of and act as an officer on behalf of the group
- Attend all committee meetings if possible
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group
- Represent and the promote the group and its activities in a positive and appropriate manner

Committee

- Take minutes of all committee meetings and circulate them accordingly, or otherwise nominate an appropriate deputy to do so (See Minutes Secretary below)
- Arrange committee meetings as agreed by the committee and notify the committee of dates, locations, agendas
- Prepare and issue agendas for meetings in conjunction with the Chair
- Maintain a record of the minutes of all committee meetings and general meetings (See Minutes Secretary below)

Administrative

- Hold the group's copies of the constitution
- Advise and assist the Chair on matters of procedure and governance
- Main correspondent for the organisation (including responding to general emails)
- Maintain the group's e-mail account
- Respond to all messages as appropriate
- Keep the membership informed of the committee's activities and circulate relevant information accordingly (such as by producing a regular newsletter)
- Carry out any other duties that may be deemed necessary by the committee

In MCC, those other duties include the following:

- Receive and file securely registration forms from members
- Maintain and update spreadsheet of all members' names and details.
- Maintain and update templates of sign-up sheets and rehearsal registers.
- Maintain and update Google Groups.
- Maintain the Followers Email Group and circulate choir publicity through it.
- Update any of the choir's governing documents.
- Hold the choir's constitution and members' handbook.
- Hold the MD contract and any other contracts.
- Check quorum is present at meetings
- Ensure elections are in line with stipulated procedures

Minutes Secretary

- Take minutes at committee meetings
- Circulate draft minutes to committee
- Amend as agreed before or at next committee meeting
- Send final version to IT Officer who will upload to website
- Take minutes at AGM and any GM
- Send draft minutes of AGMs and GMs to IT Officer
- Send final version of AGM and GM minutes to IT Officer

Membership Liaison

- Maintain and disseminate a brief summary document for new members
- Be the first point of contact for members and potential members who have questions and / or concerns about the choir.
- Ensure rehearsal registers are available for members to show attendance.
- Answer joining enquiries from prospective members

Events Co-ordinator

- Maintain *Booking Info*, *Booking Proposal* and *Event Checklist* documents
- Generate prospective bookings and receive invitations to perform
- Make initial response
- Send *Booking Info* sheet to 'client'
- Submit *Booking Proposal* sheet to committee
- Get agreement of committee
- Agree which committee member(s) will be responsible for the individual event.
- Print sign-up sheets from template on Dropbox and pass on to the committee member responsible for the event.
- Add date of performance and any extra rehearsals to Calendar
- Provide Website Manager (see below) and Facebook specialist (Laura Ettrick) with content to publicise the event on the MCC website and on Facebook respectively.
- Support the committee member responsible for the event in:
 - Agreeing details of performance with 'client' using checklist
 - Booking space for any additional rehearsals
 - If possible visiting venue and check performance area and general accessibility
 - Liaising with 'client' on behalf of MD and committee
 - Communicating details of performance to members, including extra rehearsals, dress code, prior attendance at rehearsals etc

Website Manager

- Maintain in good technical order existing incoming email addresses for committee use.
- Maintain in good technical order existing outgoing emailing lists via Google groups.
- Maintain website in good technical order, correcting any broken links etc.
- Alert treasurer when renewal contracts for web and email hosting received.
- Update Google Calendar with rehearsal dates (Events Coordinator updates it for

MCC TRUSTEE ROLES

- events). Upload videos to YouTube and occasionally from You Tube onto the website.
- Maintain and amend pages in MCC WordPress website, using content provided by trustees, including:
 - updating 'Yet To Come' and 'Recent Events' website pages
 - adding sound and words files from MD for new songs as required.
 - adding committee minutes each month and AGM minutes annually
 - making revisions each 'term' and each year to joining and information pages and to registration form(s)
 - uploading to the website blogs written by members after each performance

Document revised 9/11/2020