



Role Specification for Music Time Group Representative

Overview:

Point of contact between the group and the committee. Collect fees, keep forms up to date, bank money received, and organise refreshment/cleaning rota. Keep group members up to date with what is happening within the charity.

This role involves:

- Welcome new members, complete *Registration form* and *Consent Form for use of photos of children*, collect the registration fee and hand out Welcome Packs.
- Prepare the *attendance sheet* and keep the group registration forms up to date.
- Take care of refreshment and cleaning arrangements.
- Collect the fees at the start of each half term, record payment on the *Attendance sheet*.
- Bank the money and complete the *income and expenditure log* and send it to the treasurer.
- Pass on any items of interest from the Committee. Minutes of Committee Meetings will be emailed to you.
- If anyone is leaving the group advise the Waiting List Coordinator of spaces available and the Musician (so the child gets a MT certificate).
- Organise occasional fund raising events like Summer Teddy Bears Picnic, Bun Sales for Music Time or Children in Need.
- Each July the musicians put on a show to raise funds for a local charity or Music Time itself – the Extravaganza. You will be asked to help promoting the event, sell tickets and bank the money received.
- Hand out the Music Time Newsletter once per term, occasionally flyers or other written information from the committee as well.
- Contact your group members by phone to let them know in the rare occasion that the class is cancelled.
- Provide information to the executive committee as required.

Group Representatives will be supported by the Group Rep Co-ordinator.