



## Role Specification for Music Time Chairperson

### Overview:

*Mainly acts a figurehead; running the committee meetings and dealing with any complaints or questions from members or group reps. The Chairman is also the point of contact with the Charity Commission.*

### This role involves:

- Being a member of the executive committee and being required to chair committee meetings that are normally held once every half term.
- Acting as a charity trustee.
- Reviewing Music Time's finances with the Treasurer/Book Keeper on a regular basis.
- Leading the Executive Committee in ensuring the smooth running of Music Time.
- Dealing with enquiries and issues from members, group representatives and musicians.
- Acting as point of contact with the Charities Commission and completing the Annual Return.
- Assisting other Executive Committee members with special projects as required.
- Helping with the organisation of special events e.g. the Extravaganza, summer holiday sessions.

### Other points to note:

- There is no weekly time commitment, the workload varies. The workload usually peaks in the weeks before and after committee meetings.
- Access to a computer and e-mail are preferred.

## Vice Chairperson

- Attending committee meetings and deputising as required.
- Acting as a charity trustee.
- Assisting with the above as agreed by the Chairperson.