



Role Specification for Music Time Secretary

Overview:

Arranges the committee meetings, takes minutes and issues the minutes to the group reps and musicians. Maintains an up-to-date contacts list of all committee members, group reps and musicians.

This role involves:

- Being a member of the Executive Committee and being required to attend committee meetings that are normally held once every half term.
- Acting as a charity trustee.
- Taking notes at the committee meetings and drafting the minutes and action points. The draft minutes are sent to the Chairperson for approval. The approved minutes are then sent to the committee, musicians and group reps via e-mail or post (if required).
- E-mailing or posting reminders to the committee, musicians and group reps, a week prior to each committee meeting.
- Maintaining an up-to-date list of Music Time contacts i.e.; musicians, cover musicians, executive committee, vice committee and group reps. The contact lists are excel spreadsheets that include for each person; their role, group venue, day and time, name, telephone number, postal and e-mail addresses.
- Contacting new group reps to obtain their full contact details. Each new group rep is then sent a copy of the groups rep pack, the child protection policy and the most recent committee members details.
- Updating the group reps pack and policies as required.
- Assisting other executive committee members with special projects as required.
- Requesting Criminal Records Bureau checks for new musicians 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 peaks in the weeks when committee meetings take place.
- Access to a computer, printer and e-mail are essential.



Vice Secretary

The role involves:

- Attending committee meetings. Taking the minutes if the Secretary is unable to attend.
- Acting as a charity trustee.
- Helping with special events e.g. the Extravaganza, summer holiday sessions and Baby Fairs.