

**Role Specification**  
**Music Time - Waiting List Co-ordinator**

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

Dealing with enquiries from prospective members via phone/ e-mail and providing accurate information to them

Advising Group Representatives when new members will be joining

Maintaining accurate records of group vacancies and liaising with Group Representatives to ensure these records are up-to-date

Reporting group numbers and vacancies at committee meetings

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.  
Access to a computer and e-mail are essential.

September 2012