



## CHIPPING NORTON CHORAL SOCIETY

### JOB SPECIFICATION - SECRETARY

***RESPONSIBLE TO: Chairperson and Musical Director***

***RESPONSIBLE FOR: The administration of The Society including the facilitation of committee matters and to include being the information point for members concerning all aspects of The Society***

#### **MAIN TASKS:**

- 1. Drafting and distributing committee meeting agendas in consultation with the Chair**
- 2. Making and distributing a minute of committee meetings and ensuring actions are clearly identified and named**
- 3. Ensuring that future meeting dates are set and are planned for appropriately**
- 4. Ensuring relevant and timely paperwork is distributed to all committee members prior to meetings**
- 5. Liaising with the Musical Director, Chair and Concert Venue Manager with regard to concert timings, venues and other aspects of concert planning as appropriate**
- 6. Booking venues for concerts and rehearsals, liaising with providers accordingly and completing necessary paperwork**
- 7. Keeping an up-to-date database of local choirs and concert programmes to ensure good forward planning**
- 8. Deputising for the Chair in his/her absence in committee meetings and/or rehearsals**
- 9. Supporting the planning of; preparation for; and minute taking of the AGM including the collation and distribution of papers as required**
- 10. Record keeping and filing as appropriate in the shared online CNCS Dropbox account**