

MFC Friends' Secretary

Job Description

The role is to recruit and involve 'Friends' in order to support the finances of MFC

Recruitment is through existing Members of the choir (who may also become Friends) who are encouraged to invite friends and relations to become a Friend, and anyone who may make contact through the website

Once an interest has been shown, applicants are sent a form (including a gift aid declaration) to fill in and return either with a cheque or having made a BACS payment

Friends are then sent a numbered Friendship card which can be shown in order to obtain a free programme at concerts, or gain access to events and the AGM

Collect names of Friends in the style they wish to be acknowledged in programmes and pass to the programme compiler 8 weeks before a concert

Pass Gift Aid declarations to the Treasurer by the beginning of May each year

Inform Friends of forthcoming concerts and ask how many tickets they would like in addition to their complimentary one

Send tickets and programmes (if available in time) to Friends in advance of the concert or instructions on how and where to pick them up on the night

Inform Friends of any fundraising events so that they may attend if they wish

In August, upon receiving notice of the AGM, invite Friends to it and remind them that their subscription will be due in September, giving the bank details again and reminding them how much they paid the previous year (important if they gave more than the minimum amount!)

In many cases, Friends will be spouses or close family of MFC members so information about concerts (including the number of tickets required), fundraisers and the AGM can be communicated via the Member