

Job description : Membership secretary.

1. On behalf of the Chorus, to create, maintain and supply the Committee and Musical Director with an up to date record of ;
 - a. Attendance at all rehearsals , come and sing events, concerts.
 - b. Current Membership numbers ,including voice part and contact details.
 - c. Recent past membership.
2. To liaise with the Secretary, the Treasurer and the Librarian in keeping these records, and attend Committee meetings.
3. To liaise with Press /publicity secretary and Concert manager to provide accurate lists of members, and singers for concerts.
4. To lead the two-yearly review of data as outlined in the Data Retention section of the GDPR Policy.
5. To encourage members to keep their details current , informing the Membership secretary of any changes.
6. To keep all records secure and confidential.[Password access to online records / hard copies to be kept in a locked cupboard/ cabinet]
7. To ensure new members agree to the holding and use of their contact data and photographic material [in line with MFC's GDPR Policy] by checking that relevant box on the Membership form is completed.
8. To keep and distribute by email, post or hand, an up to date Welcome pack for new members. This to include copies of:
 - a. A copy of the Rules
 - b. A copy of the constitution
 - c. A copy of the membership form
 - d. A copy of the Welcome letter.
9. To process new memberships in conjunction with the Treasurer.
10. To be the friendly public point of contact for enquiries from prospective members; to encourage and recruit new members .
11. To be a friendly face and presence. Personally welcome new/prospective members to the choir, by making themself known , greeting them at their first rehearsal, introducing them to the voice rep and a few fellow members and 'checking in' with them regularly.

Rehearsals in a time of COVID.

1. To ensure that an accurate record of all attendees at rehearsal is kept.
2. To encourage members to notify them ,or the Secretary, in a timely manner, in case of infection.

3. To ensure that the *Chair*, the *Secretary* and the *Musical Director* are informed immediately, so that isolation precautions can be taken and members notified.
4. To keep a supply spare face masks, and hand sanitiser.
5. To keep a supply sanitising wipes for chairs.