

## **MFC Secretary – Job description**

**The Secretary is appointed and is an Officer and Trustee of the Society under the MFC Constitution, Clause 5 (ii).**

### **Committee Meetings**

- Calls committee members to Committee Meetings.
- Prepares Agenda in liaison with Chairman and sends to members prior to meeting.
- Takes Minutes, which are agreed with Chairman, and issues draft to committee after meeting.
- Requests Declaration of Interests forms from committee members at the start of the season.

### **A.G.M.**

- Issues Notice of AGM to membership at least 2 weeks in advance.
- Prepares Secretary's report for annual Newsletter.
- Requests and collates annual Newsletter contributions from M.D., Chairman, Treasurer and President.
- Invites nominations for Committee from membership, with proposer and seconder.
- Issues “Job descriptions” direct to anyone interested in joining the committee and ensures job descriptions are available to view on the website.
- Takes AGM Minutes, which are agreed with Chairman, and issues draft with following year’s AGM notice and annual Newsletter (by email & post).
- Sends copies of annual brochure to Vice Presidents.

### **Concert venue booking**

- Confirms concert dates with Musical Director and requests bookings at Theatre / Priory.
- Keeps M.D. and Chairman informed of any alternative dates requested by the venue.
- Passes theatre contract to the Treasurer who approves, signs and returns it to Theatre.
- Submits booking form to Priory and liaises with Priory secretary and MFC Treasurer re timing of deposit payment.

### **Rehearsal venue booking**

- Proposes rehearsal dates for the year, taking into account concert dates and school holiday calendar.
- Agrees rehearsal dates with M.D.
- Contacts rehearsal venue with proposed dates and obtains agreement.
- Liaises with Treasurer over rate for rehearsal venue hire and negotiates any proposed changes to rates with venue.
- Informs Membership Secretary of dates for register.
- Informs membership of dates via MFC website.

### **Communications**

- Keeps committee and membership informed via email and notices at rehearsals.
- Ensures that anyone who is not on email is kept up to date with hard copies at rehearsal, by phone or by post.
- Assists in keeping membership contacts listing up to date and GDPR compliant.
- Distributes publicity via website and/or noticeboard posters for appropriate events organised by other musical groups and obtains agreement to reciprocal publicity for MFC concerts.
- Responds to enquiries generated by website and passes on as appropriate.

### **Various**

- Follows up on arrangements for events agreed at Committee meetings e.g. carol singing.
- Obtains charity collection permit from MHDC if required for carol singing collection.
- Assists with preparation of membership surveys and sends out requests and instructions for members to participate.
- Liaises with other organisations re collaborations on concerts.
- Sends greetings cards to members on behalf of the choir.

### **Jobs that could be done by others:**

- Liaises with website administrator re information to be posted on the website.
- Assists in dissemination of concert publicity and generation of PR.