



CHIPPING NORTON CHORAL SOCIETY

JOB SPECIFICATION - CHAIR

RESPONSIBLE TO: *Musical Director and relevant external agencies*

RESPONSIBLE FOR: *The smooth and effective delivery of The Society's leadership and the functioning of its administrative management*

MAIN TASKS:

- 1. Motivating, enthusing and inspiring all participants in The Society as an effective role model to choir members and all other external agencies**
- 2. Providing effective leadership to the committee ensuring all statutory and constitutional commitments are fulfilled**
- 3. Maintaining an updated knowledge in terms of the statutory and constitutional demands of The Society**
- 4. Acting as the spokesperson of The Society**
- 5. Providing feedback from the committee to Society members as appropriate**
- 6. Being the key point of contact for all members in terms of the receipt of general feedback and/or complaints in relation to the functioning of The Society**
- 7. Working with the Musical Director and others in ensuring the development of an on-going musical programme**
- 8. Maintaining a positive and friendly atmosphere within all sections of The Society**
- 9. Undertaking a variety of specific administrative tasks relating to practice sessions and actual performances**
- 10. Proposing and stimulating new ideas within The Society to create an inclusive atmosphere**