



Management Team Member roles and responsibilities

Team Coordinator

Overall responsibility for ensuring that the Management Team, and all other committees, fulfil their duties and responsibilities effectively and efficiently.

- Chairs the Management Team meetings, setting the meeting agendas in consultation with team members and liaising with the Team Secretary
- Ensures all chorus members are kept apprised of the work of the Management Team and other committees, providing regular updates at rehearsals, and via the weekly newsletter, emails and social media, as appropriate
- Represents the chorus at Regional Team Coordinator meetings
- Ensures the Management Team undertakes all activity set out in the annual calendar of activity, delegating duties to other team members and other chorus members/teams as appropriate

Management Team Calendar of Activity

January

- Complete Charity Commission annual report by 31st January
- Organise independent examination of accounts for Charity Commission submission
- If the chorus is competing internationally later in the year, finalise hotel rooms and competitor lists by end January at the latest (preferably to be completed before Christmas)

February

- Finalise registrations for Convention, following consultation with music team
- Submit Chorus entry form to Sweet Adelines by 28th February
- Collect and send competitors' names and registration fees to Region 31 RMT for Convention attendance, by 28th February (Early Bird deadline)
- Liaise with chorus Convention Coordinator regarding hotel and coach bookings and payments
- Start preparations for chorus AGM in March – set up mechanism for elections, appoint nominating committee, encourage members to stand
- Organise Woman of Note ballot, for submission by 31st March deadline
- Oversee production of chorus Convention handbook

March

- Keep the chorus updated on Convention preparations (including order of appearance)
- Finalise facilities and times for rehearsals at Convention, in conjunction with the chorus Convention Coordinator and music team
- Agree final arrangements for AGM at March Management Team meeting - organise ballots for elections, ensure submission of team reports
- Oversee AGM
- Put out local press release about Convention dress rehearsal

April

- First meeting of new Management Team meeting (old and new members in attendance)
- Agree arrangements for Convention dress rehearsal (i.e. venue, risers, cake, advertising on social media, etc, invitation to diamond members and former members)

May

- Hold dress rehearsal (first week of May or end April depending on Convention timing)
- Complete competitor lists for competing Chorus
- Convention!
- At Convention, attend briefing to hand in any paperwork and be present on stage with Music Director during results announcement
- Oversee post-competition celebrations

June

- Complete Annual Regional Evaluation (by 30th June)
- Discuss/agree new member initiative (e.g. Christmas chorus) with membership, music and PR teams

July and August

- Monthly Management Team meetings continue (normally reduced workload due to holidays)

September

- Oversee singing course preparations in conjunction with music, membership and PR teams
- If the chorus is competing internationally, organise dress rehearsal (date, venue, format, refreshments, invitations, etc)
- Encourage and respond to PR about Convention

October

- International Convention
- On return, finalise singing course arrangements

November

- Initiate work for financial statement for Charity Commission
- Organise Chorus Dinner
- Ensure Making Music payments are made by 30th November (subscription, silver insurance policy, PRS payments for year)
- Oversee start of singing course
- Organise IBOD election to be held on a chorus rehearsal night

December

- Oversee Christmas Show and Christmas sing-out preparations and performances
- Liaise with the chorus accountant to start work on the Charity Commission report
- Complete any outstanding international convention arrangements / paperwork for the following year
- Act on actions arising from receipt of first regional competition bulletin

Finance Coordinator

Overall responsibility for the finance of the chorus, liaising closely with other members of the Management Team – in particular those with delegated responsibilities - and the chorus accountant.

- Download bank transactions/statements to enable other Management Team members and the chorus accountant fulfil their roles
- Present the monthly accounts produced by the chorus accountant the Management Team meetings
- Identify any issues of concern and suggest suitable strategies for use of chorus funds
- Make payments using internet banking
- Co-ordinate the Sweet Adelines renewals and payments through the chorus PayPal site
- Carry out any other online transactions as required
- Oversee the weekly banking of cash and cheques and ensure accurate records are maintained (currently carried out by other members of the Management Team)
- Ensure accurate records of membership subscriptions are maintained and presented to the Management Team on a monthly basis (currently carried out by another member of the Management Team)
- Ensure accurate records of Angel Fund loan repayments are maintained and presented to the Management Team on a monthly basis (currently carried out by another member of the Management Team)
- Manage the chorus petty cash system (currently carried out by another member of the Management Team)

The chorus accountant maintains the books of accounts which enables all other financial transactions and documents to be produced, specifically:

- Produce set of accounts for annual submission to the Charity Commission
- Produce Gift Aid calculations and submit claim
- Work with external auditor for annual accounts verification
- Produce set of monthly accounts for Finance Coordinator to present to the Management Team

Chorus Secretary/Trustee

Overall responsibility for maintaining the records of Management Team meetings.

- Preparing the Management Team agenda, in conjunction with the Team Coordinator and other team members as appropriate
- Request any minutes/team reports from sub-teams and other groups working in the chorus
- Circulate the Agenda ahead of the Management Team Meeting
- Take the minutes at the monthly Management Team meetings, the AGM and the AGM follow-up meeting
- Once the minutes have been approved, arrange for them to be uploaded to Groupanizer
- Assist with the preparation and organisation of the AGM
- Advise the membership team and attendance lead of any Leave of Absence requests that have been confirmed by the Management Team
- Advise the membership team and attendance lead of chorus resignations
- Assist with any other Management Team administrative duties, as necessary

General Member

A Management Team member has a general role within the team. Once elected, areas of responsibility will be allocated in accordance with individuals' particular skills and experience.

- Actively participate in Management Team meetings and discussions, to assist the team to make informed decisions about chorus matters
- Assist other Management Team members, to ensure all duties are carried out efficiently and effectively.