



Choir Secretary Role

Main purposes of job

The postholder is responsible for the general administration of the choir

The Secretary is a Trustee of the choir and has the function of Company Secretary

Key tasks

Being the principal point of contact for the Choir from external contacts

Generating and receiving correspondence on behalf of the Choir

Maintaining close liaison with the Concert Secretary

Booking rehearsal and meeting rooms for rehearsals and ad hoc meetings

First point of contact / welcome for new members

Communication with Choir members – updates

Communication with ex- members etc. – newsletter

Managing leaver process and long-service awards