**1. General**

The WCO Constitution requires a minimum of three officers; Chair, Secretary and Treasurer.

Other officers may be appointed as required, e.g. Vice Chair; Librarian; Assistant Treasurer and additional committee members. Committee members are elected at the AGM, but additional members may be co-opted from time to time.

As a small, informal group, we do not have defined rules for each role; rather the work of running the orchestra can be shared out amongst the Committee and member volunteers as required for the functioning of the orchestra as agreed by the committee.

**2. Officer Job Descriptions**

**Chair**

Purpose

To provide leadership to ensure the organisation’s aims are achieved within the rules of the constitution and act as a focal point and represent the organisation publicly.

Responsibilities

1. Maintain an overview of the orchestra’s aims and activities including liaising with committee  members
2. Provide leadership and control the flow and information at committee meetings and the Annual  General Meeting (AGM)
3. Ensure that the Constitution is complied with at all times and that only activities that plan to achieve the  charitable purposes (aims) are allowed
4. Plan and chair meetings and prepare agendas, review the minutes with the secretary .The minutes should be approved by the members of the committee at the next meeting.
5. Sign cheques and legal documents
6. Represent the orchestra and be the main contact person for the group.
7. Helping the committee to work together as a team.
8. Set term dates with the Musical Director and book the rehearsal and concert space.
9. Agree concert dates with Musical Director. The concert dates should be set by the committee
10. Work with the Vice Chair and the Committee to maintain the Constitution and governance documents.
11. Maintain the website.

Other responsibilities commensurate with the role and stated within the constitution.

**Vice Chair**

Purpose

Support and assist the Chair in the organisation and activities of the orchestra.

Responsibilities

1. Deputise for the Chair in their absence
2. Sign cheques and legal documents
3. Ensure the constitution is complied with at all times and only activities that plan to achieve the  charitable purposes (aims) are allowed
4. Assist the Chair in the production / update of the orchestra’s policy documents.
5. Welcome new members and ensure that contact details are collected.
6. Issue the Welcome pack to new members.
7. Other responsibilities as agreed with Chair and Committee

**Membership Secretary**

Purpose

To provide administrative support to the orchestra and maintain the membership roll.

Responsibilities

1. Take minutes at committee and general meetings (ensuring they are agreed by the committee and signed by the Chair at meetings).
2. Distribute papers, general emails and other administration requirements stated in the governing  document e.g. Annual General Meeting (AGM)
3. Respond to emails enquiring about membership
4. Liaise with the Chair regarding more complex email requests
5. Maintain records, paper and electronic and ensure members detail are kept up to date
6. Liaise with committee regarding long term absence of members.
7. Send newsletter/ emails to members as required.
8. Assist the Vice Chair in the welcome of new members and the collation of contact information and receipt of the Welcome pack.
9. Manage and maintain the social media presence of the orchestra.
10. Other responsibilities commensurate with the role and stated within the constitution

**Treasurer**

Purpose

Provide financial support to the orchestra ensuring records and procedures are maintained and the orchestra remains financially viable.

Responsibilities

1. Oversee the financial activity of the orchestra and ensure they are legal, constitutional and within accepted accounting practice.
2. Monitor and report on the financial health of the orchestra at committee meetings (balance sheet, cash flow) and at the AGM.
3. Prepare and furnish to the auditor(s) and committee at least 14 days before the Annual General Meeting a balance sheet and statement of accounts made up to the end of the financial year.
4. Ensure proper records are kept ofthe money going in and out of the orchestra funds for receipts and payments, and that effective financial procedures are in place including:
5. Check and keep bank statements.
6. Keep receipts for all items bought.
7. Keep paperwork for all grants and money received.
8. Have a system for dealing with expenses and petty cash.
9. Ensure appropriate financial procedures, controls and policies are in place and are adhered to i.e. all cheques drawn are signed by any two of the chairman, secretary, treasurer or such other committee member authorised by the committee as a signatory
10. Receive all cash and cheques paid to the orchestra and bank cash at regular intervals.
11. Arrange payments as directed by the committee.
12. Oversee the preparation of necessary financial reports/returns, accounts and audits such as monthly and annual accounts, and submit them to the relevant bodies e.g. Charity Commission
13. Manage Gift Aid forms and submit the annual claim to HMRC
14. Prepare and ensure supply of Weekly Pay as You Go and Standing Order attendance sheets, collect monies and bank at regular intervals.
15. Other responsibilities commensurate with the role and stated within the constitution

Assistant Treasurer

Purpose

To support and assist the Treasurer in the management of orchestral funds

Responsibilities

1. Deputise for the Treasurer in their absence.
2. Assist the Treasurer with the weekly attendance register
3. Assist in the record keeping of weekly subscriptions
4. Assist the Treasurer in the management of Gift Aid forms.
5. Provide other assistance as agreed with the Treasurer and the committee.

Librarian

Purpose

To manage the safekeeping, storage and maintenance in good order of the orchestra’s music and all things concerned with that music.

Responsibilities

1. Liaise with the Musical Director and the Committee regarding the music to be played for a performance.
2. Arrange for sufficient copies of music to be available for members of the orchestra.
3. Manage the collection of music and its return to storage after a concert.
4. Keep a record of all property either belonging to, held in trust by, or on loan or lease to the orchestra. This record should include the name of any member who is holding such an item.
5. Maintain a record of music held by the orchestra.
6. Identify suitable music for future purchases and arrange for its purchase.
7. Arrange for the music stand covers to be available for concerts and returned afterwards.
8. Other duties as agreed with the committee.

**Assistant Librarian** (if appointed)

Purpose

To assist the librarian in the distribution and management of orchestral music.

Responsibilities

1. Deputise for the Librarian in their absence
2. Assist the librarian in the provision of music for the orchestra members and its collection after a concert.
3. Assist the librarian in the provision of music stand covers for concerts and their return to storage afterwards.
4. Other duties as agreed with the committee.

**3. Trustees’ duties**

https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do

You must be properly appointed following the procedures and any restrictions in the charity’s governing document.

1. Ensure your charity is carrying out its purposes for the public benefit
2. You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:
3. Ensure you understand the charity’s purposes as set out in its governing document
4. Be able to explain how all of the charity’s activities are intended to further or support
5. its purposes
6. Understand how the charity benefits the public by carrying out its purposes

**Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.**

2 . Comply with your charity’s governing document and the law

You and your co-trustees must:

1. Make sure that the charity complies with its governing document
2. Comply with charity law requirements and other laws that apply to your charity
3. You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

3. Act in your charity’s best interests

You must:

1. Do what you and your co-trustees (and no one else) decide will best enable the charity to  carry out its purposes
2. With your co-trustees, make balanced and adequately informed decisions, thinking about the  long term as well as the short term
3. Avoid putting yourself in a position where your duty to your charity conflicts with your  personal interests or loyalty to any other person or body
4. Not receive any benefit from the charity unless it is properly authorised and is clearly in the  charity’s interests; this also includes anyone who is financially connected to you, such as a  partner, dependent child or business partner

4. Manage your charity’s resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

1. Make sure the charity’s assets are only used to support or carry out its purposes
2. Avoid exposing the charity’s assets, beneficiaries or reputation to undue risk  and not over-commit the charity
3. Take special care when investing or borrowing
4. Comply with any restrictions on spending funds or selling land
5. You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

5. Act with reasonable care and skill

As someone responsible for governing a charity, you must:

1. Use reasonable care and skill, making use of your skills and experience and taking  appropriate advice when necessary.
2. Give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees’ meetings

6. Ensure your charity is accountable

You and your co-trustees must :

1. Comply with statutory accounting and reporting requirements.  You should also:
2. Be able to demonstrate that your charity is complying with the law, well run and effective
3. Ensure appropriate accountability to members, if your charity has a membership separate  from the trustees
4. Ensure accountability within the charity, particularly where you delegate responsibility for  particular tasks or decisions to staff or volunteers

7. Additional General Responsibilities of Committee member

1. To attend committee meetings whenever possible
2. To support the Chair in implementing agreed resolutions.
3. To support each other in the well being and organisation of the orchestra
4. To carry out assigned tasks as agreed with the committee.

**4. Additional Responsibilities within the Committee**

Policy Documents and Review

**Policies to Date**: Constitution, Data Protection, Health and Safety, Safeguarding, Privacy Policy, Covid Policy and WCO Committee Roles and Responsibilities.

1. Ensure that the orchestra operates according to its Constitution and Policy Documents.
2. In accordance with the Constitution work together to ensure that all policies are reviewed at an appropriate date.
3. Contribute to the development of any new policies required.

**Documents to Date**: Membership Application Forms, Play Day Registration Forms, Covid Risk Assessments, West Kirby United Reformed Church Users Agreement, Welcome to WCO

Publicity

1. Maintain and update the website to promote and advertise the orchestra
2. Arrange the production and distribution of advertising material to promote future concerts.
3. Ensure that tickets are available for the general public or the facility to “pay at the door”

Rehearsals and Concerts

1. Welcome and assist all new members.
2. Ensure that refreshments are available for rehearsals and maintain supplies.
3. Ensure that the kitchen is clean and tidy after use.
4. Assist in the planning and preparation for concerts and undertake agreed responsibilities for them.
5. Ensure that a catering team is appointed to supervise the provision of refreshments for concerts.
6. Ensure that any resources of the venue are clean and tidy after a concert and concert space is left as required.
7. Share in the task of setting up and clearing away both before and after concerts. Making sure that all orchestra property is securely packed away.

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