

### Principal Purpose

The main purpose of the role is to work with and deputise for the Chair in coordinating choir business.

As one of the 'Officers' of the choir, along with the Chair, General Secretary, Treasurer, Membership Secretary, Marketing & Publicity Officer and the Librarian, the Vice Chair is a member of the Executive Committee and Full Committee.

### Key Responsibilities

1. Takes on operational responsibilities of the Chair when s/he is absent or needs to delegate, including:
  - i. chairing meetings, including Executive Committee, Full Committee, Annual General Meeting and any Special, Extraordinary or General meetings and ensure that accurate minutes are recorded
  - ii. making any announcements required at rehearsal or other times
  - iii. acting as the public face or representative of the choir at events or when liaising with other organisations
2. Attends meetings, as outlined above
3. Contributes to the forward planning and future strategy of the choir (both musical and operational) with the Music Director and Committee
4. Leads specific projects beyond the usual operation of the choir
5. Discharges the duties of Trustee of the Society and furthers its charitable aims.