



*The* **H A N D f U L**

## **COMMITTEE RESPONSIBILITIES**

- to ensure the smooth running of the choir
- to oversee the fulfilment of the choir's aims and values
- to fulfil all legal requirements of the organisation
- to hold regular committee meetings
- to appoint sub-committees where appropriate
  
- to manage choir finances efficiently
- to set the level of membership subscriptions
- to maximise income from all sources to support the choir's activities
  
- to appoint a Musical Director according to terms agreed in committee
- to liaise with the MD on venues, repertoire, performers and membership
- to organise the availability of music for rehearsal and performance
- to manage and record choir attendance and availability, booking deputies as necessary
  
- to manage the choir's concerts and other events efficiently
- to enter into contracts with venues, box office etc as necessary
- to contract additional performers as agreed with MD
- to organise and ensure publicity distribution
- to produce printed programmes for concerts
  
- to give maximum publicity to the choir's concerts and activities
- to create and maintain a website
- to utilise social media channels effectively and wisely

**thehandful.org**