



Role and Responsibility Summary

The Administrative Manager is responsible under the charity's governing document [the Constitution] for controlling the management and administration of the Wessex Concert Orchestra (WCO).

The Administrative Manager should be familiar with the Constitution and the associated documents: Rules and Regulations and Annexes. An understanding of the [Charity Commission Pamphlet CC3: 'The Essential Trustee: What you need to know'](#) and [The Charities Act 2022](#) is desirable.

General

- Assume the responsibilities of and act as an officer on behalf of the group.
- Attend all committee meetings if possible.
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group.
- Represent and promote the group and its activities in a positive and appropriate manner.
- Carry out any other duties that may be deemed necessary by the committee.

Committee

- Take minutes of all committee meetings and circulate them accordingly, or otherwise nominate an appropriate deputy to do so.
- Arrange committee meetings as agreed by the committee and notify the committee of dates, locations and agendas.
- Prepare and issue agendas for meetings in conjunction with the Orchestra Manager.
- Maintain a record of the minutes of all committee meetings and general meetings.
- Be the Making Music Group Representative (MM Group Rep).

Administrative

- Hold the group's copies of the constitution.
- Advise and assist the Orchestra Manager on matters of procedure and governance.
- Main correspondent for the organisation.
- Maintain the group's e-mail account and respond to all messages as appropriate.
- Keep the membership records up to date, including augmenters and any 'Friends'.
- Maintain and co-ordinate the audience and 'Friends' mailing list as required.
- Keep the membership informed of the committee's activities and circulate relevant information accordingly.
- Remind members of rehearsals and concert details as appropriate.
- Be a signatory on the bank account.