



Role and Responsibility Summary

The Musical Director is responsible for the musical activities of the society and will work with the committee to ensure execution of activities in line with the agreed principles of the society.

The Musical Director is appointed by the Committee for a defined period. They have the right to resign at any time after giving at least three months' notice.

The Musical Director should be familiar with the Constitution and the associated documents: Rules and Regulations, Annexes and Appendices. 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 a committee member 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.

Musical Director Duties

- Work with the committee to plan and manage the musical direction and strategy of the group.
- Meet with the committee and advise on musical matters.
- Work with the committee to plan and schedule appropriate repertoire within the allocated budget.
- Draw up appropriate rehearsal schedules.
- Take rehearsals, coach and conduct performers.
- Conduct the group in performances.
- Conduct auditions where appropriate.
- Assist the Librarian in obtaining music.
- Assist the Concerts Manager in fixing players.