



Role and Responsibility Summary

The Orchestra Manager is responsible for arranging, informing and organising the non-musical activities of the Wessex Concert Orchestra (WCO) and acting as chairman at committee meetings, responsible under the charity's governing document [the Constitution] for controlling the management of the Charity.

The Orchestra Manager 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.
- Work with the committee to plan the strategic direction of the group.
- Oversee and manage the implementation of the group's strategy.
- Take responsibility for the actions of the group.
- Take responsibility as the data protection officer for WCO
- Take responsibility for health and safety at events and activities organised by WCO.
- Oversee welcoming of new players.
- Carry out any other duties that may be deemed necessary by the Committee.

Committee

- Oversee the activities of other committee members.
- Delegate duties/ allocate tasks when appropriate.
- Chair all committee meetings if possible, or otherwise nominate one of the other officers to do so.
- Have the casting vote at committee meetings where this is required or necessary.
- Keep the membership informed of the committee's activities and circulate relevant information accordingly.

Governance

- Chair the AGM, or otherwise nominate one of the other officers to do so.
- Ensure that the constitution is upheld at all times by the group.
- Ensure that the organisation acts within the limits of the law.
- Advise the committee and the membership on procedure in accordance with the constitution and the law.
- Be the main signatory on behalf of the group on all official documents.
- Be a signatory on the bank account.