



Role and Responsibility Summary

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

The Librarian 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 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.

Librarian Duties

- Assist the Treasurer and Musical Director in planning repertoire within an appropriate budget.
- Source and order appropriate numbers of copies of the music for the group.
- Maintain and manage the group's own music library.
- Issue music to members at rehearsals and concerts.
- Look after spare or unused music.
- Coordinate the collection of music after a concert.
- Return all music to the correct place and in a suitable condition.
- Liaise with the Financial Manager to ensure any administration fees are paid by other organisations and societies.
- Liaise with the Financial Manager to ensure the PRS return correctly details any works publicly performed.