



Role and Responsibility Summary

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

The Communications Officer 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.

Communication

- Facilitate communication among the committee.
- Ensure committee decisions are communicated to the membership clearly and in a timely manner.
- Ensure new members are welcomed into the group effectively.
- Act as a spokesperson for the orchestra general membership and/or Committee.
- Act as intermediary between the orchestra general membership and the Musical Director and/or Committee.
- Act as an independent voice where there is dissent within the orchestra.
- Support any initiatives that involve consultation with members or the audience.