

## **Wakeylele Committee and Non Committee Member Responsibilities**

### **• Chairperson Responsibilities**

To provide leadership and speak on behalf of the group to both internal and external sources.

To approve all outgoing communications from the committee.

To be responsible for making sure that all meetings are planned effectively, minuted and conducted according to the constitution.

To ensure that matters are dealt with in a professional, orderly and efficient manner.

To co-ordinate with the committee and ensure that all appropriate policies and procedures are in place to allow the effective management of the group.

### **• Treasurer Responsibilities (Deputises for the Chairperson when required)**

To control all financial aspects of the group, collecting monies where appropriate and depositing in the Wakeylele bank account.

To keep financial records and present reports when requested by the chairperson and at the appropriate meetings.

To convene (arrange venue, date, time) all meetings associated with the committee or the group.

To hold a log of all member details and ensure these are retained under GDPR rules.

### **• Media / IT Co-Ordinator Responsibilities**

To control all aspects of IT on all platforms and advise the management committee on all related topics.

To ensure all processes agreed by the committee are adhered to, used, updated and maintained.

To generate and maintain all song catalogues in a user friendly manner.

To work with Musical Leaders ensuring that proposed songs for the catalogues are musically correct and adhere to the Wakeylele standard notation format.

To generate and maintain all online calendars.

### **• Social Secretary Responsibilities (Deputises for the treasurer when required)**

To control all aspects of the social calendar liaising with members to identify likes and dislikes.

To book venues. keep members informed of arrangements and collect monies where appropriate.

To liaise with the Treasurer to ensure all costs are documented and affordable.

To deputise for treasurer when required

### **• Members Representative Responsibilities**

To listen to group members and pass their concerns / suggestions to the management committee.

To feed back to members committee decisions and clarify the associated implications.

### **• YAA Charity Co-Ordinator Responsibilities**

To liaise with YAA sharing information relevant to the bands charitable support.

To report any issues to the management committee.

To liaise with YAA and ensure gig venues are confirmed and appropriate for the members (i.e. safe environment, enough chairs).

To pass financial details to the treasurer so these can be reported to the members.