

## Committee Roles

### President

- Organise committee actions
- Plan and hold committee meetings
- Delegate committee tasks

### Musical Director

- Plan and run rehearsals – Main Choir and Small Ensemble
- Decide on a termly repertoire
- Find and/or arrange new songs for the choir

### Treasurer

- Manage the Oxford Singers bank account
- Collect and deposit termly subs
- Pay for concert venues, new music etc. out of the Oxford Singers bank account
- Donate money earned from the busking event to the named charity

### Publicity Officer

- Send weekly emails
- Post social media updates
- Create posters and social media events for concerts

### Web Master

- Maintain the Oxford Singers website
- Ensure all information on the Oxford Singers website is up to date
- Upload concert recordings to the website and YouTube (joint with tech officer)

### Tech Officer

- Take responsibility for the Oxford Singers tech equipment
- Set up microphones, recording, and other tech equipment before concert
- Edit and post concert recordings on YouTube

### Manager

- Find and secure rehearsal, concert, and busking spaces
- Find the best value spaces, and communicate with the treasurer about costs
- Be the contact person for all venue bookings

### Committee Member

- Complete tasks delegated by the President