

Roles and Responsibilities

Agreed by JMCO Committee November 2019. Review in November 2020

1. General

JMCO Officers include the Chair, Secretary and Treasurer who tend to take the lead in preparing the business for committee meetings.

As we are a small, fairly informal group, we don't need to stick to rigid rules about official roles. A lot of the work can be shared out amongst the committee as a whole (see separate list of jobs that need to be covered to ensure successful running of JMCO) – the more people who are actively involved, the better. The important thing is that everyone knows what they have taken on, and that this has been discussed and agreed by the whole committee.

2. Officer Job Descriptions

Chair

Purpose

To provide leadership to ensure the organisation's aims are achieved within the rules of the constitution and act as a focal point and represent the organisation publicly.

Key Responsibilities

- Maintain an overview of the organisation's aims and activities including liaising with committee members
- Provide leadership and control the flow and information at committee meetings/ Annual General Meeting (AGM)
- Ensure the constitution is complied with at all times and only activities that plan to achieve the charitable purposes (aims) are allowed
- Plan and chair meetings, prepare agendas, review and authorise minutes (along with secretary)
- Sign cheques and legal documents
- Represent the organisation and be the main contact person for the group.
- Helping the committee to work together as a team.

Other responsibilities commensurate with the role and stated within the constitution.

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Secretary

Purpose

To provide administrative support to the organisation

Key Responsibilities

Take minutes at committee and general meetings (ensuring they are signed by the Chair at meetings), distribute papers, and other administration requirements stated in the governing document e.g. Annual General Meeting (AGM)

- Maintain records, paper and electronic
- Act as additional signatory to cheques
- Update role of officers and committee responsibilities document.
- Send newsletter to players as required.

To set term dates with John Modelski.

To book the Village Hall each term.

Check term dates with Village Hall and Conductor and book.

Other responsibilities commensurate with the role and stated within the constitution

Treasurer

Purpose

Provide financial support to the organisation ensuring records and procedures are maintained and the organisation remains financially viable

Key Responsibilities

- Lead financial planning and oversee financial activity of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Monitor and report on the financial health of the organisation at committee meetings (balance sheet, cash flow, fundraising performance etc) and at the AGM.
- Liaise with John Modelski. Committee members and/or volunteers to ensure the financial viability of the organisation and notify the committee of any concerns.
- Update the committee regularly on their financial duties and responsibilities

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- Manage budgets and accounts, including standing orders and weekly payments, and present them to the committee at meetings
 - Ensure proper records are kept of the money going in and out of the group funds and that effective financial procedures are in place.
 - Check and keep bank statements.
 - Keep receipts for all items bought.
 - Keep paperwork for all grants and money received.
 - Have a system for dealing with expenses and petty cash.

- Ensure appropriate financial procedures, controls and policies are in place and are adhered to i.e.
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float /Bank cash at regular intervals.
 - Others as appropriate

- Oversee the preparation of necessary financial reports/returns, accounts and audits such as monthly and annual accounts, and submit them to the relevant bodies e.g. charity commission
 - Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year
 - Manage Gift Aid forms and submit annual claim to HMRC

- Lead on appointing and liaising with auditors/an independent examiner

- Appraising the financial viability of plans, proposals and feasibility studies

- Prepare and ensure supply of Weekly Pay as You Go and Standing Order attendance sheets, collect monies and bank at regular intervals.

Other responsibilities commensurate with the role and stated within the constitution

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3. Trustees' duties

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

1. *Ensure your charity is carrying out its purposes for the public benefit*

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

2. *Comply with your charity's governing document and the law*

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

3. *Act in your charity's best interests*

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

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4. Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land
- You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

5. Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

6. Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

7. Additional General Responsibilities of Committee member

- To attend committee meetings whenever possible
- To support the Chair in implementing agreed resolutions.
- To carry out assigned tasks.

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4. Other Tasks and roles to be taken by non-committee members

Membership Secretary

- Maintain and review membership list.
- Compile and update 'Welcome Packs' for new members.
- Ensure supply of 'Welcome Packs' available each week at registration.
- Liaise with Chair about long-term absentees or members' illness.

JMCO Concert Management

- Agree with Committee on venues to be researched or used.
- Visit venues to check suitability and costs.
- Book venues and agree arrangements with those responsible, especially space needed and chairs to be provided.
- Plan how to arrange orchestra seating for performances.
- Arrange transport of timpani, stands etc.
- Position stands and seats before concert.
- Help players make adjustments between orchestra layouts.
- Make sure the stand lights are working.
- Revise check list of concert responsibilities.

Publicity

- Keep wider public informed about orchestras' activities and encourage new members to join through Social Media eg Twitter, Facebook together with notices in local schools shops etc.

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- The above to be used alongside the Website. The committee to appoint a website manager and ensure the website is kept up to date
- Promote orchestras' forthcoming concerts by organising distribution of flyers and posters
- Put notice of events in Barrow News, Music in Chester, and other local publications.
- Co-ordinate production of concert programmes and distribution.

Catering

- Ensure refreshments available at rehearsals and concerts, where applicable and maintain supplies.
- Supervise refreshment provision where necessary at concert venues when caterers are provided.

Health and Safety

- Ensure the concert venue is inspected and a risk assessment completed.
- Ensure Attendance list for each orchestra is completed at concerts.
Check the numbers in the audience at each concert.
- Make periodic checks on contents of JMCO First Aid kit and ensure that it is taken to concert venues.
- Review and update health and safety protection policy, risk assessment and health and safety announcements to members.
- Ensure that John M. /conductors make H/S announcements i.e. .Fire Evacuation procedures at the beginning of each term.

Safe Guarding

- Take the necessary steps to safeguard vulnerable people at rehearsals and concerts.
- Collect relevant consents from carers/parents
- Liaise with local council child licensing officer on performance licence for children
- Review and update Safeguarding policy.

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Registration Rota

- Ensure registration rota in place each term and that members are notified as to where they are on the rota and what their duties are i.e.;
 - a) To complete register for all attendees, collect monies for those not paying by direct debit and accept any completed forms from joining packs and hand to Treasurer/Membership Secretary
 - b) Close the main door and check toilets to ensure no non-JMCO people are in the Hall (Safeguarding of vulnerable people)

Data Protection

- The Data Protection Officer is responsible for the secure, fair and transparent collection and use of data held by JMCO, according to the latest GDPR guidelines, which were introduced at the end of May, 2018.
- All relevant information on what data is held, who it is held by and how it is held, can be found in the current Data Protection Policy, approved by the committee on 17/10/2018
- The policy will be reviewed every 2 years. Next review, October 2020

5. Additional responsibilities to be taken on or delegated by the committee.

- Liaise with Barrow Village Hall about availability throughout the term.
- Liaise with Introductory Orchestra and provide link to Committee.
- Make sure music stand covers are at concerts and that lights are in order.
- Keep orchestra informed of organisational changes by use of notices.
- To be a mentor to new members to explain procedures and offer help if necessary
- Produce concert tickets to sell to audience.
- Regularly check and assess equipment i.e. Music stands.
- Web-site manager to ensure web-site kept up to date.

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- Research and order music as required.
- Summer working party to catalogue music.

- Nominated person to check JMCO e-mail address for queries and to pass on to appropriate person

Reviewed by all committee Nov 2019