

# **SUTTON MUSIC FESTIVAL**

## **SUMMARY OF DUTIES OF CHAIRMAN AND ORGANISER**

### **CHAIRMAN**

1. To convene and Chair the AGM and Executive Committee Meetings (currently 4 per year), supported by the Committee Secretary
2. To oversee the Management of the Festival and in particular to liaise with and support the following:
  - Treasurer and Patrons Secretary (Accounts, Balance Sheet, Insurance, Signatories, HR Taylor Trust, Patrons and Guests)
  - Safeguarding Officer
  - Publicity Officer (Corporate Sponsorship, Advertising, Marketing and Publicity)
  - Organiser who will liaise with volunteers delegated to manage specific areas.
3. To represent the Festival in its membership of the British Federation of Festivals and Arts Network Sutton
4. To attend the Festival and prepare guest, patron and committee invitations and letters of thanks
5. To introduce and host the Prizewinners' Concert
6. To write an Annual Report

### **Person Specification**

The following skills and experience are desirable:

- Leadership
- Musical interest
- Experience of assisting with the running of a Festival
- Confidence in public speaking
- Confidence in chairing meetings
- Ability to encourage volunteers
- Ability to delegate

### **Time Commitment**

This role will require some time commitment throughout the year, and more intensely in April (AGM), October and November.

## **ORGANISER**

1. To be responsible for the running of the Festival, agree a budget with the Treasurer and Chairman and to report regularly to the Chairman and Committee.
2. To liaise with the following volunteers delegated to manage specific areas, in particular:
  - Chief Steward
  - Accommodation Manager
  - Section Secretaries
  - Adjudicators Clerks
  - Adjudicators' Secretary
  - Catering Manager
  - Trophies Secretary
  - Syllabus Secretary
  - Programme Secretary
  - Database Manager
  - Webmaster
3. To manage the Festival paperwork, record keeping and medals stock
4. To book the piano and tuner, liaise with accompanists and undertake any duties not at present covered by the volunteers above
5. To be present at each session to assist the Chief Steward or delegated Responsible Person
6. To organise the Prizewinners' Concert, including booking The Mayor and preparing the programme (with assistance)
7. To organise other events, e.g. masterclass
8. To deal with telephone calls, email and all other correspondence

### **Person Specification**

The following skills and experience are desirable:

- willingness to take responsibility and serve on the Committee
- familiarity with the overall Festival concept
- IT skills and awareness of the potential for developing web-based processes in due course
- Interpersonal skills
- Organizational skills – forward thinking with the ability to co-ordinate activities
- willingness to adapt
- ability to support volunteers and encourage new volunteers
- ability to delegate

### **Time Commitment**

This role will be rewarding for someone looking for a new challenge and is likely to be the main volunteer activity they undertake, as time commitment is needed throughout the year and most intensely in April/May and October/November.