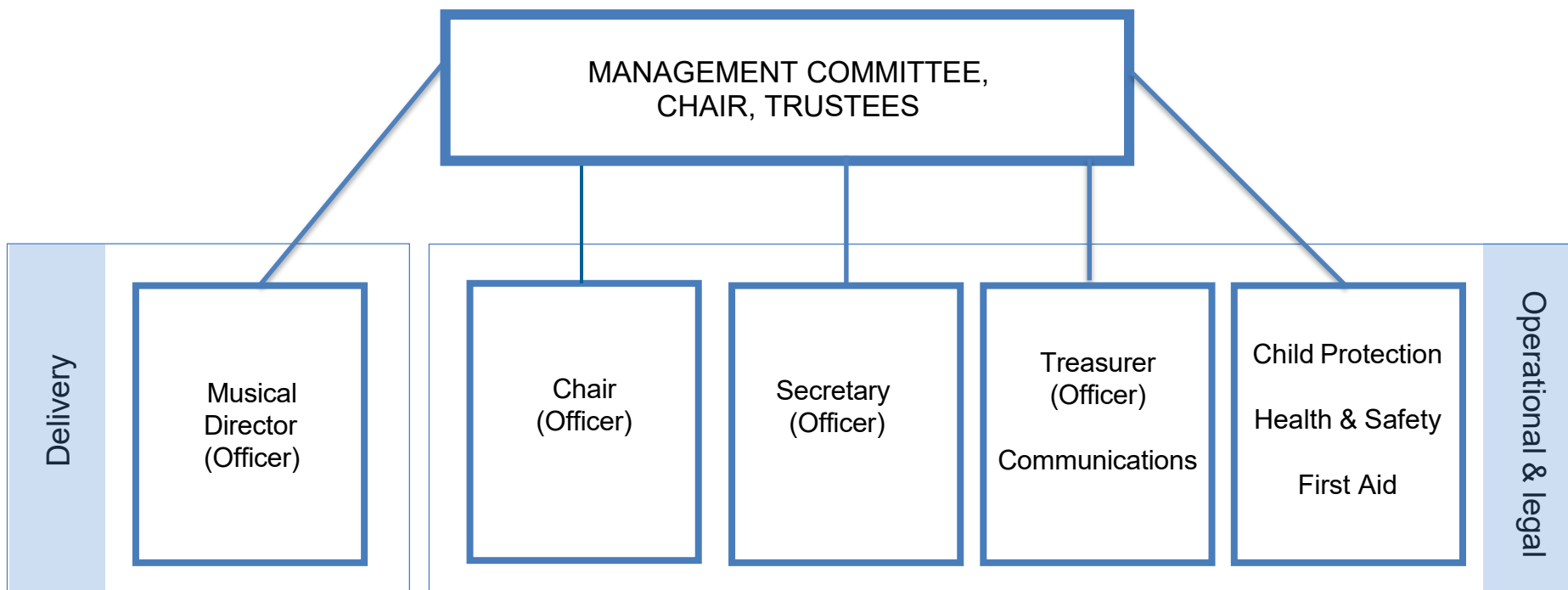




OUR ORGANISATION

ORGANISATIONAL CHART



Management Committee

The Management Committee is able to:

- Raise funds and invite voluntary contributions;
- Buy or lease and maintain any equipment or materials necessary for the achievement of MYO's objectives;
- Sell, lease or dispose of all or any part of the property of MYO;
- Borrow money and charge all or any part of the property of MYO with repayment of the money so borrowed;
- Publish books, periodicals, pamphlets, music and other materials in printed, recorded or electronic format and to hold intellectual property rights in any such material;
- Organise concerts, musical workshops, seminars and any other special events in pursuance of MYO's objectives;
- Provide for indemnity insurance for MYO out of MYO funds; and
- To do all such other lawful things as are necessary for the achievement of the objectives of MYO.

RESPONSIBILITIES

Musical Director

The Musical Director:

- Is responsible for the choice of programme and ensuring that MYO is rehearsed to a point of competence, whilst making music fun and enabling musicians of all levels to play together;
- Conducts MYO or may appoint a guest or deputy conductor;
- Must agree to any concert that is booked;
- Is the main point of contact for anyone who is struggling to play their music and will (if necessary) have the music re-arranged or give support to play a difficult piece;
- Keeps copies of scores accurately filed;
- Encourages and enthuses players to be the best they can be;
- Chooses how the orchestra will sit;
- On occasions, represents MYO at public events; and
- Undertakes Safeguarding Children training to Level 1.

Chair

The role of the Chair is to:

- Announce and organise the AGM including establishing agenda;
- Chairing AGMs and Management Committee meetings;
- Call regular and ad hoc Committee meetings and establish agenda items;
- Maintain and ensure compliance with the organisations governance structure and constitution.

RESPONSIBILITIES

Secretary

The role of the Secretary is key to the smooth and efficient running of MYO. Their numerous duties are specified in full within their job description (appended to this document).

Duties include:

- All core administrative and record-keeping duties relating to the running of MYO;
- Most financial operational matters concerning MYO;
- Administrative matters relating to membership of MYO; and
- Undertaking Safeguarding Children training to Level 1.

Treasurer

The Treasurer:

- Keeps an accurate record of all financial transactions carried out by all members of MYO;
- Pays all valid bills as presented to MYO;
- Pays all cash sums received into the MYO account;
- Advised Management Committee members on petty cash account usage and procedures;
- Creates and presents a full balanced statement of accounts to the MYO AGM;
- Keeps a record of Gift Aid forms received and makes the annual claim to HM Revenue & Customs; and
- Keeps a running record of MYO's account balance to be presented at any meeting on request.

RESPONSIBILITIES

Communications

The Communications function:

- Manages core content on the MYO website and public Facebook site;
- Operationalises requests from the Management Committee and Sub-Committee on matters relating to public and member communications;
- Provides details of key events to parents and guardians/press/local community as requested;
- Trains Sub-Committee members on basic events communications processes;
- Designs flyers and other promotional materials for events;
- Undertaking Safeguarding Children training to Level 1; and
- Takes and archives photographs at MYO and MYO-related events and ensures these are stored in line with MYO's Child Protection Policy.

Child Protection

The Child Protection Officer:

- Acts as statutory Child Protection Officer for the organisation;
- Attends relevant training to Level 2 through the local authority to Child Protection Officer level;
- Ensures all Management Committee members with regular contact with MYO members are DBS checked and trained to Level 1 Safeguarding Children;
- Reviews MYO's relevant policies in relation to Safeguarding Children in line with current legislation and procedures; and
- Maintains legal documentation relating to Safeguarding Children.



RESPONSIBILITIES OF MYO SECRETARY

Record Keeping/Administration
Keep register of attendees at every rehearsal and formal event.
Keep an accurate record of all current members.
Take minutes at all meetings and archive in Dropbox.
Other correspondence as required, decided by the Management Committee.
Financial /Assets
Collect termly fees and maintain an accurate log of payments, providing both to the treasurer on a weekly basis.
Order T-shirts/banners/other merchandise and record payments.
Keep a petty cash account and request top ups from Treasurer.
Ensure all Trustees are kept fully informed of actions by Management Committee.
Assist in applying for funding as decided by the Management Committee.
Make annual Charity Commission return on line.
Hold internet banking login information.
Membership/AGM
Write to absent members at the request of the Management Committee.
Liaise with Treasurer and Chair and make dates for AGM and any general meetings.
Provide a Welcome Pack to new members by their second session.