

MAKING MUSIC COMMITTEE CHAIR

(Please note that these requirements do not constitute a contract of employment.)

The Chair has overall responsibility for the Making Music Committee.

- 1. To implement Making Music policy** as defined in the current national Strategic Plan.
- 2. To provide leadership** and act as figurehead for Making Music for the Committee area:
 - 2.1. To chair all full Committee meetings and the Annual Meeting.
 - 2.2. To oversee the production of the Committee's Strategic Plan in accordance with the guidelines in Committee Terms of Reference section 3 and to ensure its implementation.
 - 2.3. To allocate tasks and select sub-committees, taking into account committee members' skills and interests. Terms of reference for sub-committees shall be drawn up by the Committee Chair and approved by the Committee.
 - 2.4. To ensure, where possible, variety within the Committee (in terms of the location of committee members/ type of music group and individual skills) especially when recruiting new committee members, and to encourage and support all members in their contributions to the Committee's activities.
 - 2.5. To encourage the introduction of new personnel and facilitate the rotation and refreshing of Committee membership. In particular, to apply the limitation set out in Committee Terms of Reference 8.3.3, while recognising the value of retaining long-serving members who continue to make a valuable contribution to the work of the Committee.
 - 2.6. To manage the succession planning of officers and to involve the FCD in discussions concerning the Chair.
 - 2.7. To determine meeting venue, time and content and prepare agendas with the Secretary.
 - 2.8. To collaborate with the Committee Treasurer in the preparation of the Committee's annual budget and be one of the cheque signatories on any Committee bank accounts.
- 3. To work effectively with the Regional Development Officers (RDOs) to carry out the Committee's Strategic Plan**
 - 3.1 In collaboration with the Office, to recruit and appraise the RDOs.
 - 3.2 To devise the RDOs' annual action plan in consultation with the Committee and the Office.
 - 3.3 To meet the RDOs regularly and foster a smooth working relationship between the RDOs and the Committee.
- 4. To be an ambassador for Making Music**
 - 4.1. To liaise with outside bodies as appropriate within the region/country
 - 4.2. To create and/or maintain personal links with Arts Councils, local authorities, etc. (see also 3 above).