

MAKING MUSIC COMMITTEE EQUAL OPPORTUNITIES REPRESENTATIVE

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

The Equal Opportunities Representative has responsibility for encouraging and monitoring equal opportunities practices in the activities of the Making Music Committee, and for identifying ways in which the Committee can encourage similar good practice amongst member groups.

- 1. To become familiar with the content of the Making Music Equal Opportunities Policy** and to be aware of its implications both for the Making Music Committee and its member groups.
- 2. To monitor the activities of the Making Music Committee in relation to the Making Music Equal Opportunities Policy** and to suggest any necessary adjustments or improvements to activities.
- 3. To check that all events organised by the Making Music Committee adhere to the current accessibility requirements** as defined in the Making Music Equal Opportunities Policy.
 - 3.1 To ensure that all publicity material for events contains information about accessibility
 - 3.2 To ensure that all publicity material for events invites attendees to indicate in advance if they have any special requirements
 - 3.1. To ensure that all such requirements are addressed – e.g. providing a sign-language interpreter when necessary. (NB. Making Music will help with the provision of a signer when required.)
- 4. To encourage Making Music Committee members to promote equal opportunities among member groups in their area by:**
 - 4.1 raising equal opportunities awareness with the groups they visit.
 - 4.2 recommending the Making Music “positive about equal opportunities” award to member groups.