

Constitution

1. Name

The name of the Society shall be City of Southampton Orchestra hereinafter referred to as the Society.

2. Objects

The objects of the Society shall be:

“to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals.”

3. Membership

- (1) Membership is open to individuals who are approved by the trustees.
- (2) The trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Society to refuse the application.
- (3) The trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- (4) The trustees must consider any written representations the applicant may make about the decision. The trustees' decision following any written representations must be notified to the applicant in writing but shall be final.
- (5) Membership is not transferable to anyone else.
- (6) The trustees must keep a register of names and addresses of the members which must be made available to any member upon request
- (7) Every member shall have one vote.

4. Termination of membership

Membership is terminated if:

- (1) the member dies;
- (2) the member resigns by written notice to the Society unless, after the resignation, there would be less than two members;
- (3) any sum due from the member to the Society is not paid in full within six months of it falling due;
 - a. the member is removed from membership by a resolution of the trustees that it is in the best interests of the Society that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - b. the member has been given at least twenty-one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed;

- c. the member or, at the option of the member, the member's representative (who need not be a member of the Society) has been allowed to make representations to the meeting;
 - d. the decision to terminate the membership is communicated to the member in question in writing within 7 days of the meeting taking place;
- (4) any decision made by the committee to terminate a membership is final.

5. Officers and trustees

- (1) The Society and its property shall be managed and administered by a committee comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be the trustees of the Society.
- (2) The Society shall have at least the following officers: (a) A chair, (b) A secretary, (c) A treasurer. More officer roles can be appointed if deemed necessary by the trustees
- (3) A trustee must be a member of the Society
- (4) No one may be appointed a trustee if he or she would be disqualified from acting under the provisions of clause 8.
- (5) The number of trustees shall be not less than three but shall not be subject to any maximum.
- (6) The first trustees (including officers) shall be those persons elected as trustees and officers at the meeting at which this constitution is adopted.
- (7) A trustee may not appoint anyone to act on his or her behalf at meetings of the trustees.

6. Payment of trustees

- (1) Trustees can be paid legitimate expenses incurred on behalf of the Society.
- (2) Any other trustee payments, or payments to connected persons of trustees, must be with the approval and/or permission of the Charity Commission and in accordance with the Trustees Act 2000 and section 185 of the Charities Act 2011 where appropriate.

7. Appointment of trustees

- (1) The Society in a general meeting shall elect the trustees and may elect the officers.
- (2) The trustees may appoint any person who is willing to act as a trustee. They may also appoint trustees to act as officers.
- (3) At each annual general meeting a third of committee members shall retire and be eligible for re-election up to a fixed number of three-year terms as set out in the Society's rules and regulations.
- (4) In case of a vacancy arising on the committee, the committee may co-opt a new trustee who shall then stand for election by members at the next annual general meeting.

8. Disqualification and removal of trustees

A trustee shall cease to hold office if he or she:

- (1) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
- (2) ceases to be a member of the Society as detailed in section 4
- (3) in the written opinion, given to the Society, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;

- (4) resigns as a trustee by notice to the Society (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
- (5) is absent without the permission of the trustees from all their meetings held within a period of 12 consecutive months and the trustees resolve that his or her office be vacated.

9. Powers

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

- (1) power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (2) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (3) power subject to any consents required by law to borrow money and to charge all or part of the property of the Society with repayment of the money so borrowed;
- (4) power to employ such staff as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependents;
- (5) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (6) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (7) power to appoint and constitute such advisory committees as the Committee may think fit;
- (8) power to do all such other lawful things as are necessary for the achievement of the objects.

10. Meetings and proceedings of the committee

- (1) The trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- (2) The committee shall hold at least 2 ordinary meetings each year. A special meeting may be called at any time by the chairman, or by any 2 members of the committee, upon not less than 4 days' notice being given to the other members of the committee of the matters to be discussed, but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given.
- (3) Any trustee may call a meeting of the trustees.
- (4) The secretary must call a meeting of the trustees if requested to do so by a trustee.
- (5) The chairman shall act as chairman at meetings of the committee. If the chairman is absent from any meeting, the members of the committee present shall choose one of their number to be chairman before any other business is transacted.
- (6) There shall be a quorum when at least one third of the number of members of the committee for the time-being, or three members of the committee (whichever is the greater), are present at a meeting.
- (7) No decision may be made by a meeting of the trustees unless a quorum is present at the time the decision is purported to be made.
- (8) A trustee shall not be counted in the quorum present when any decision is made about a matter upon which that trustee is not entitled to vote.

- (9) If the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- (10) Questions shall be determined by a majority of votes of the members of the committee present and voting on the question, but in the case of equality of votes, the chairman of the meeting shall have a second or 'casting' vote.
- (11) The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.
- (12) The committee may appoint one or more sub-committees, consisting of three or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.
- (13) Where the Society has a paid conductor or musical director, he or she may attend committee meetings except when his/her position is being considered. He/she shall not be eligible to vote in a committee meeting.

11. Conflicts of interests and conflicts of loyalties

A Society trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Society or in any transaction or arrangement entered into by the Society which has not been previously declared; and
- (2) absent himself or herself from any discussions of the Society trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Society and any personal interest (including but not limited to any personal financial interest). Any trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the trustees on the matter.

12. Rules

- (1) The trustees may from time to time make rules or byelaws for the conduct of their business.
- (2) The byelaws may regulate the following matters but are not restricted to them:
 - a. the admission of members of the Society (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - b. the conduct of members of the Society in relation to one another, and to the Society's employees and volunteers;
 - c. the setting aside of the whole or any part or parts of the Society's premises at any particular time or times or for any particular purpose or purposes;
 - d. the procedure at general meeting and meetings of the trustees in so far as such procedure is not regulated by this constitution;
 - e. generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- (3) The trustees must adopt such means as they think sufficient to bring the rules and byelaws to the notice of members of the Society.
- (4) The rules or byelaws shall be binding on all members of the Society. No rule or byelaw shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

13. Finance

- (1) The financial year shall end on 31st July.
- (2) A banking account shall be opened in the name of the Society and payments shall be authorised by any two officers.
- (3) The income and property of the Society whencesoever derived shall be applied solely towards promoting the objects of the Society as set forth above. No portion thereof shall be paid or transferred either directly or indirectly to any trustee except in payment of legitimate expenses incurred on behalf of the Society or with approval and/or permission from the Charity Commission.

14. Annual General Meeting

- (1) The Society must hold a general meeting within twelve months of the date of the adoption of this constitution.
- (2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- (3) At least 21 days' written notice of an AGM shall be given to all members.
- (4) The committee shall present to each AGM the report and accounts of the Society for the preceding year.
- (5) Nominations for election to the committee must be made by members of the Society in writing. Should nominations exceed vacancies, an election shall be held.

15. Special General Meeting

- (1) All general meetings other than annual general meetings shall be called special general meetings.
- (2) The trustees may call a special general meeting at any time.
- (3) At least 21 days' written notice of an SGM shall be given to all members.
- (4) The trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. Where the Society has less than 30 members, the trustees must call a special general meeting if requested to do so in writing by at least five members. The request must state the nature of the business that is to be discussed. If the trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

16. Procedure at General Meetings

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is: (a) 3 members entitled to vote upon the business to be conducted at the meeting; or (b) one tenth of the total membership at the time, whichever is the greater.
- (3) If: (a) a quorum is not present within half an hour from the time appointed for the meeting; or (b) during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the trustees shall determine.
- (4) The trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.
- (5) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum.

- (6) The secretary or other person specially appointed by the committee shall keep a full record of proceedings at every general meeting of the Society.

17. Accounts

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinized by a person who is independent of the Committee and then submitted to the members at the Annual General Meeting.

18. Alterations to the constitution

- (1) The constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that fourteen days' notice of the proposed alteration has been sent to all members and provided that nothing herein contained shall authorise any amendment which shall have the effect of the Society ceasing to be a charity.
- (2) No amendment may be made to clause 1 (the name of the Society), clause 2 (the objects), clause
- (3) 13 (finance), or clause 19 (dissolution), without the prior written consent of the Charity Commission. The committee shall send the Charity Commission a copy of any amendment made under this clause. Where a society is too small to register with the Charity Commission only sub clause (1) of this clause will be applicable.

19. Dissolution

In the event of the Society being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Society.

Rules and Regulations

Additional Objects

1. To ensure the highest possible musical standards commensurate with the abilities of its members.
2. To raise monies for its maintenance by:
 - a. Subscriptions from its members.
 - b. Charging fees for its services.
 - c. Through sponsorship.
3. To offer its services from time to time to charitable organisations for a reduced fee, or in exceptional cases, freely.

Membership

1. Membership may be made up of:
 - a. Subscription paying performing members, and
 - b. Non-subscription paying volunteer orchestra assistants
2. Membership is open to anyone subject to the provision of the rules set out below
3. The membership secretary will control the application process.
4. All new applicants are required to complete an application form.
5. New applicants may be invited by the membership secretary to attend and participate in one or more rehearsals of the full orchestra. Pending their performance at these rehearsals, applicants may then be invited to audition formally.
6. Auditions will be carried out by section leader, a committee member and the leader of a related section. The Principal Conductor will be invited to attend auditions. If the audition is successful the applicant will be invited to become a member if there is a vacancy in the relevant section. Subscriptions will become due immediately.
7. Where a place is not immediately available the successful player will be placed on a reserve list. Should a vacancy then arise, a player from the reserve list will be asked to join formally subject to a short re-audition, dependent on the time on the reserve list.
8. Those on the reserve list will be the first call for a deputy in rehearsals.
9. A member's information pack will be given to new members by the membership secretary.
10. Any member who does not play for an entire season may be asked to re-audition.

Officer and Other Roles

1. In addition to the constitutional roles of Chair, Secretary and Treasurer, at the Annual General Meeting the Society's members will also elect an Orchestra Manager and a Marketing and Publicity Manager.
2. A maximum of two committee members may be non-subscription paying volunteer orchestra assistants.
3. Committee members shall serve for a maximum of five three-year terms before standing down for at least one year.

4. Other non-official roles can be created by the Committee when required on an informal basis to improve the overall running of the Society.
5. Section Leaders are appointed to look after the interests of different parts of the orchestra, including (but not limited to) ensuring sufficient numbers of players, maintaining suitable playing capability, regular attendance, new admissions, looking after music and reflecting section interests back to the Orchestra Manager. Section Leaders may be different from the section principal.

Equality and Diversity

1. No individual shall be excluded from membership of the Society or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

Health and Safety

1. It is the responsibility of everyone to ensure health and safety is maintained and guidance followed, in rehearsals, concerts and any other activity related, and in particular:
 - i. The well-being of members, audiences, and other players (e.g., soloists).
 - ii. To be vigilant in spotting, reducing, or reporting health and safety risks.
 - iii. Members involved in moving equipment will ensure they are aware of manual handling guidance before becoming involved. No member should attempt to do anything that they are not confident is safe to themselves or others
 - iv. At rehearsals, all members will ensure they move equipment and instruments with the greatest care and awareness of safety. This applies especially to the moving of heavy equipment such as conductors' podium, percussion instruments and boxes, but also personal instruments.
 - v. Risk assessments will be undertaken at venues as required, and the Orchestra Manager will ensure that health and safety rules of venues are understood and communicated, including fire safety and evacuation.
 - vi. Any risks, 'near misses' or accidents must be reported to the Orchestra Manager who will decide if they require Committee action.
 - vii. Any Orchestra social events will have a risk assessment undertaken by the organiser as required.

Finance

1. Expenses incurred by members in travelling to and from orchestra rehearsals and concerts will not normally be paid. However, in exceptional cases the Orchestra may cover part or the whole of such expenses as agreed by the Management Committee. Invited musicians who play in concerts when requested to do so may be offered their expenses.
2. The general level of fees charged for the Orchestra's services shall be decided by the Management Committee. However, the acceptance or otherwise of an engagement and the fee to be charged may be left to the Chair and Secretary when it is obvious that complications do not exist.

Subscriptions

1. Subscriptions are to be paid annually. They may be paid in instalments by arrangement with the Treasurer. Where payment is made in instalments, payment must begin within two months of the subscription becoming due.

2. The level of subscriptions is to be set by the Management Committee.
3. There will be no reimbursement of subscriptions if a member leaves the Orchestra.
4. Players joining during the year will pay a pro-rata subscription.
5. A full year's subscription is required from each member even where a member chooses not to play in one or more concerts, or on occasion if there is no playing part during a concert.

Rehearsals

1. Members shall endeavour to attend all rehearsals. Any member who is unable to attend should advise their Section Leader or Orchestra Manager accordingly. The member may be required to source a deputy for the rehearsals they cannot attend.
2. Other than for reasons of sickness, holiday or work, members who are absent for two weeks may be asked for an explanation. Spasmodic attendance may result in the member being asked to terminate their membership if, in the opinion of the Management Committee, the overall efficiency of the Orchestra is being impaired by such an action.
3. Members are required to remain silent for the duration of the tuning of the orchestra and to return to their seats promptly once called back after breaks in rehearsals
4. Members are expected to help with other 'duties' to help the smooth functioning of the orchestra, such as helping with refreshments and, at the end of the rehearsals, to put their chairs away and leave the hall tidy.

Engagements

1. Members shall endeavour to attend all fee-paying engagements. Members are reminded that when the Orchestra accepts an engagement, it contracts to provide a full Orchestra for the prescribed fee.
2. Dress Code for Concerts – unless advised otherwise:
 - i. LADIES – full length skirt/dress or trousers with a black top. A small black handbag is allowed on stage
 - ii. MEN – black, long sleeved shirt with open collar, black trousers and an optional jacket
 - iii. No black jeans are allowed

Instruments and equipment

1. Members who are entrusted with any Orchestra property, including hired music, are expected to keep it in first class condition and report any faults immediately to the Orchestral Manager or Librarian.
2. Members who will be absent from a rehearsal or concert must ensure any loaned music is returned and available for use.
3. Members will be required to sign for their music and are required to return the parts as instructed at the end of the concert in which they are performed. Sheet music must only be marked using a 2B pencil and any markings must be erased using a soft rubber. Members must ensure that markings are removed from copies and that any music is returned to the Librarian in the same state as it was received. The replacement of lost or damaged parts must be paid for by the member responsible.

4. The Orchestra takes on no liabilities or insurance responsibilities regarding Member's equipment, instruments or personal possessions. It is for members to insure their instruments as they wish.
5. Any property belonging to the Orchestra may be loaned or hired to non-members at the discretion of the Management Committee only.

Code of conduct

1. All members are required to treat other members with respect and to behave in a manner that ensures the performing environment is free from actions that may be perceived as harassment or bullying. This helps to ensure that members feel welcome within the Orchestra, are able to perform to the best of their ability and maintain the satisfaction they desire from being a member. All members are expected to contribute to this by:
 - a. Being aware of how their behaviour may affect others and changing it if necessary
 - b. Treating other members with dignity and respect at all times
 - c. Making it clear to others if they find their behaviour unacceptable; they may not realise that their actions may be causing offence
 - d. Making it clear when they find any behaviour lacking in respect and dignity unacceptable
 - e. Supporting others who feel that they have been unreasonably treated.
2. If at any time a member wishes to make a complaint (formal or otherwise) they should raise this promptly with the appropriate committee member or the Chair of the Orchestra.

Discipline

1. The person conducting the Orchestra is in sole charge during rehearsals and 'on stage'. Every courtesy is to be shown to him/her and ad-hoc playing and conversation is to be avoided.
2. Members shall make every effort to be ready to play 10 minutes before the start time of rehearsals and 30 minutes before the start time of performances.
3. Every effort should be made to present the Orchestra as a well-disciplined, well-rehearsed unit. Deportment both on and off the stage should be of the highest quality.
4. The section leader will be nominated from within the section and must be agreed by the Orchestra leader and the Committee.
5. The Section leader does not necessarily have to be the principal player.
6. Ensembles representing the Orchestra are governed by the same rules and disciplines as the main orchestra.
7. As representatives of the Orchestra, all members must be courteous and respectful to our partners, audience and other members of the public, whether at a concert or a rehearsal
8. During a concert, the members must stand (and sit) following the leader of the orchestra
9. Members should refrain from talking on stage
10. Coming onto the platform – members must follow the instructions of the Orchestra Manager for when to go on stage. Once in place, the deputy-leader will supervise a full tune during which time all members will be silent until instructed to tune.
11. Leaving the platform – the leader of the orchestra will decide the appropriate time to leave the stage and members are to follow their lead. Members must not dismantle stands or collect music whilst on stage (unless this has been agreed in advance).

Music for rehearsals and Concerts

1. The Programming Committee as appointed by the Management Committee is responsible for the selection of music for rehearsals and concerts. However, suggestions from members are invited and will be given serious consideration.

Instrumentation

1. The Orchestra Manager in consultation with the Section Leader and Principal Conductor may request any player to play any part. A member may request a change of part and such requests will be given careful consideration.
2. Every member shall endeavour to maintain and enhance his/her own playing standards through private practise.

Alterations to Rules and Regulations

1. The rules and regulations may be altered by a two-thirds majority of trustees at an ordinary meeting, providing that 14 days' notice of the proposed alteration has been given to members, and members have been provided an opportunity to comment on the proposed alteration.
2. Members must be provided with an updated copy of the rules and regulations within 7 days of any changes.

Appendix – DUTIES OF OFFICERS

CHAIR

1. To be in overall control of the Management Committee and to ensure the implementation of the Constitution.
2. To ensure that the duties of other officers are carried out satisfactorily.
3. To call Management Committee meetings as and when required.
4. To liaise with the Secretary over the agenda for meetings.
5. To agree the minutes of meetings and sign them.
6. To give the casting vote when required.
7. To engage and act as liaison officer in all dealings with the Principal and Guest Conductors.

SECRETARY

1. To be responsible for the routine correspondence and administration of the Orchestra.
2. To bring to the notice of the Chair any correspondence which requires a co-opted decision or a decision of the Management Committee.
3. To liaise with the Chair in the preparation of agendas for meetings.
4. To prepare and circulate Notices for the AGM and any SGMs that may occur.
5. To record the Minutes of all meetings of the Management Committee or General Meetings of the Orchestra.

TREASURER

1. To maintain bank accounts in the name of the Orchestra.
2. To maintain detailed accounts of all transactions, supported by receipts (or cheque stubs).
3. To pay all valid accounts and invoices received as approved by the Management Committee. This may be with the help of an appointed assistant.
4. To collect subscriptions from Orchestra members and maintain a record of monies collected. This may be with the assistance of the Membership Secretary.
5. To submit the accounts for independent examination at least two weeks prior to the AGM
6. To ensure that the instruments used by the Orchestra are adequately insured.
7. To provide change floats for Front of House Volunteers for all performances.

ORCHESTRA MANAGER

1. To make venue bookings for rehearsals and performances and to research and engage soloists as directed by the Management Committee.
2. To liaise with the conductor in the preparation and distribution of rehearsal schedules.
3. To arrange with the treasurer payment of fees and expenses for extra players, soloists, guest conductors, where appropriate
4. To communicate regularly with members on rehearsal and concert plans and any other arrangements

5. To work with section leaders to fill vacant positions when members are absent from engagements by first consulting the orchestra Reserve List of players and by close liaison with other Orchestras and performing groups in the area
6. To deal with matter of Orchestra discipline and protocols as described in the 'Rules and regulations'
7. To ensure that transport arrangements are made for all necessary equipment required at an engagement.
8. Be available to Orchestra members to discuss any grievances and report any unresolved issues to the Management Committee.
9. To work with the membership secretary on the application process for both performing and non-performing members.
10. To co-ordinate Front of House staff for all performances.
11. To liaise with venue Technical Staff concerning concert arrangements.
12. To oversee ticket arrangements for all performances including the issue of any complimentary tickets as agreed by the Management Committee.

MARKETING AND PUBLICITY MANAGER

1. To be responsible for the management of all marketing and publicity on behalf of the orchestra, including the use of social media.
2. To oversee the production and distribution of concert posters.
3. To place press advertisements as appropriate.
4. To oversee the arrangements for any mail shot activity.
5. To co-ordinate on-line advertising and updating of the orchestra's website in conjunction with the orchestra's webpage manager.
6. To make regular contact with local television and radio in the promotion of the orchestra's activities.

Additional Posts:

LIBRARIAN

1. To liaise with the Chairs of the Management Committee and the Programming sub-Committee in order to obtain hired music parts for each planned concert.
2. To obtain scores on approval for research purposes.
3. To obtain hire costings for considered programmes.
4. To ensure that music is received in a timely fashion to allow adequate preparation before rehearsals commence.
5. To ensure that music is returned to the hire library in a timely fashion so that additional fees are not incurred.
6. Resolve any issues of lost or damaged music with members and if necessary with the Orchestra manager and Chair.

INDEPENDENT EXAMINER

1. To examine the Annual Accounts of the Orchestra as submitted by the Treasurer.
2. To provide a written report as to their accuracy, and whether they represent a true and fair view of the Orchestra's financial status at that time, for presentation at the Annual General Meeting.

MEMBERSHIP SECRETARY

1. To work with the orchestra manager and / or section leaders on the application process for both performing and non-performing members.
2. To assist the Orchestral Manager in keeping an up to date database of all members and their contact details, securely and in compliance with GDPR
3. To maintain good communications with members as required, supporting the Chair and the Orchestra Manager
4. Ensure that all new Members receive a membership pack and welcome to the orchestra
5. To assist the Treasurer in collecting membership subscriptions.

FRIENDS SECRETARY

1. To be responsible for maintaining the database of current friends.
2. To develop the Friends network, support and to ensure good two-way communications
3. To issue renewal notices and collect subscriptions.
4. To assist the Treasurer in banking subscriptions.
5. To issue and update Friends Membership Cards.
6. To ensure that accurate details appear in concert programmes