

MAKING MUSIC EASTERN COMMITTEE SECRETARY FUNCTIONS

Administration and Co-ordination for the Committee.

- To work effectively with the Chair.
- To issue notices and agendas in good time (agreed with Chair).
- To produce and distribute minutes of meetings.
- To maintain a database of member groups.
- To be the main point of contact for correspondence (except financial) whether written, by fax, telephone or e-mail and to respond (or pass on to the relevant officer/Committee member) within a reasonable time
- To arrange for the issue of Committee Handbooks.
- To help to identify possible new Committee members.
- To send a list of Committee members to the Making Music Office after each Annual Meeting and to notify the Office of any subsequent changes; to include details of those Committee members who are not also Making Music Representatives.

Administration for the Committee's area

- To arrange and organise the Annual Meeting, including papers, facilities etc.
- To be the formal point of communication for the Making Music Office, the Board, other Committees and the general public.
- To be the main point of contact for correspondence (except financial) whether written, by fax, telephone or e-mail and to respond (or pass on to the relevant officer/Committee member) within a reasonable time.
- To distribute material to member groups.

The principal form of communication between the Making Music office and the Regional committee is email and almost all communication within the committee is carried out in this way. Most member groups have an email address although some contact by phone also takes place. There is little use of post or fax.