

Cymdeithas Corau Meibion Cymru

Welsh Association of Male Choirs



General Secretary:

Arthur Brady

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To all member choirs

Due to retirements, the Welsh Association of Male Choirs is inviting nominations from its member choirs for the post of General Secretary and Assistant Treasurer.

Nominations should be seconded by another member choir and submitted to the General Secretary by no later than Friday, 18 May 2018.

General Secretary

The current General Secretary, Arthur Brady, has advised that he will be retiring from the post at this year's AGM on Sunday, 3 June for personal reasons.

The duties of the General Secretary involve the administration of the Association including responding to all correspondence, liaison with member choirs and other organisations, as well as the arrangements for events or meetings organised by the Association and the preparation and provision of information for the Executive Committee and member choirs. The ability to use social media is desirable as the maintenance of the Association's website is one of the duties.

A Honorarium is payable and telephone costs are recoverable. The Association provides a computer and printer for use in connection with its business. As the Association is a registered charity, the General Secretary will also be appointed as one of its Trustees.

The term of office is 3 years.

Assistant Treasurer

The Association's Treasurer, John Williams, has informed the Executive Committee that he will not be seeking re-election due to retirement when his term off office expires at the 2019 AGM.

That being the case, it has been decided to appoint an Assistant Treasurer at this year's AGM to work alongside John for 2018-19 to become familiar with the accounting systems and work load before being appointed as Treasurer at the 2019 AGM.

As well as being a Trustee of the charity, the general responsibilities of the Treasurer are to ensure that the financial measures, controls and procedures are in line with Association's governance document and to report on the current financial position of the Association to the Executive Committee.

The Treasurer will be required to deal with all income and expenditure including the financial arrangements for events organised by the Association such as the Festival of Massed Choirs held at the Royal Albert Hall, London.

A working knowledge or experience of financial and reporting systems used by charities is desirable as well as the ability to use on-line banking.

The term of office is 1 year. (A Honorarium is payable to the Treasurer and telephone costs are recoverable. As the Association is a registered charity, the Treasurer will also be appointed as one of its Trustees. The term of office is 3 years)

I emphasise the need to bring this information to the attention of **ALL** choristers to ensure that everyone is aware of the vacancies. The Association will undergo a transformative process over the next couple of years - e.g. reconsidering its purpose and activities to ensure its aims and objectives are relative to the 21st Century.

Ellis Davies, Chairman