



Hampshire County Youth Band Association (HCYBA)

Chair of Trustees Role Description

Purpose

The main role of the Chair is to oversee the committee; have an overview of all activity within the committee. and ensure that the Committee complies with its governing document and wider Charities legislation.

Key Responsibilities

- To ensure that the Committee and Association is run in accordance with the constitution and is well governed.
- To ensure that the committee functions correctly and meet regularly.
- To ensure that an AGM is held at least once a year.
- To help plan and prepare for committee meetings and chair these and other meetings such as extraordinary general meetings and the AGM. If unable to chair, to arrange for a deputy to be available.
- To coordinate activities and decision making of main committee members, specifically that implementation of decisions is clearly assigned and monitored.
- To carry out administrator duties as required by the constitution.
- Along with other members, may act as a spokesperson for the charity.
- Along with the Secretary and Treasurer, act as a link between the Committee and Hampshire Music Service (HMS).