



## **Position Description: General Member Representative, Brisbane Chorale Inc.**

### **1. DETAILED JOB DESCRIPTION**

**Position Title:** General Member Representative

**Reporting To:** President  
Management Committee

**Salary:** Nil - service is voluntary

**Conditions:** Elected for one (1) year with possibility of re-election for a further five (5) years  
The position is part-time and the hours are variable

**Location:** Based in Brisbane  
May require occasional interstate or international travel

### **2. PURPOSE OF THE POSITION**

The general member representative, together with the management committee, is responsible for liaising with the general membership of the association in the pursuit of the strategic and daily operations of the association. The general member representative may be required to undertake other tasks and activities as required by Brisbane Chorale Inc. from time to time.

### **3. RESPONSIBILITIES AND DUTIES**

#### **3.1 ARTISTIC CONTRIBUTION**

- Nil

#### **3.2 ADMINISTRATIVE CONTRIBUTION**

All the following administrative contributions shall be conducted in collaboration with the Brisbane Chorale Inc. Management Committee.

- To be prepared for, and to attend and participate in, management committee meetings as a voting elected member.

#### **3.3 CONTRIBUTION TO STRATEGIC OUTCOMES**

All the following outcomes shall be achieved in collaboration with the Brisbane Chorale Inc. Management Committee.

- To promote the association's strategic plan and ensure the achievement of the association's strategic activities to guide future growth and development.
- To assist any member needing assistance on any association project.

**Brisbane Chorale Inc.**  
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General Member Representative  
Position Description  
Brisbane Chorale Inc. v1.0

#### 4. EDUCATION & EXPERIENCE

Essential	Desirable
Nil identified	Ability to gain an understanding of applicable legislation

#### 5. PERSONAL QUALITIES & BEHAVIOURAL TRAITS

Essential	Desirable
Nil identified	Communication skills
	Display an attitude of enthusiasm, cooperation, hard work and loyalty

#### 6. RELATIONSHIPS

With	Purpose
1. President	To inform of any issues and comments from the members
2. Management Committee	To attend and participate in the management committee To act as a point of liaison with the members of the association
3. Members	To act as a point of liaison for the members of the association To welcome new members and help them integrate in to the choir To take notice of, and respond appropriately, to significant life events of members

**Approved by Brisbane Chorale Inc. Management Committee on 10 January 2016.**

**Last reviewed on 10 January 2016.**