

The Merry Muse Co-ordinator

As an officer of the society undertakes to operate fully in line with the MFS aims and objectives and Code of Conduct whilst:

1. Attending and reporting to Merry Muse Sub-Committee (MMSC) meetings whenever possible.
2. Booking bands/performers and being in charge of the Artistic Direction of the Merry Muse concert venue.
3. Arranging effective stage management.
4. Assisting with and ensuring that financial requirements of the MMSC are met in terms of financial reporting and accounts for events.
5. Liaising with the PA and Equipment Co-ordinator, with adequate advance notice of concerts of at least 3 weeks, regarding requirements for concerts in terms of equipment, staging, lighting and sound personnel hire.
6. Making regular reports to the MMSC regarding operation of the venue.
7. Making an annual report to the MFS AGM regarding operation of the venue.
8. Arranging publicity regarding the venue.
9. Together with the Financial Advisor on the MMSC, ensuring that the venue operates within the MFS insurance policy at all times.
10. Together with the Financial Advisor ensuring that all financial reporting takes place in accordance with the requirements of the MMSC.
11. Together with the Financial Advisor ensuring that all financial procedures are fully in line with good accounting practice and no conflict of interest issues occur.
12. Bringing all contracts to the attention of the MMSC and the President or Vice-President for signature.
13. Advising the MMSC and the main committee promptly of any grant applications which concern the MM Concert Venue or opportunities for grants. The Co-ordinator may prepare grant applications regarding the MM concert venue for approval and signature by the President or Vice President.
14. Advising the MMSC and the main committee of any negotiation regarding venue hire and bring all contracts to the President and Vice-President for signature.
15. Bringing any issues of importance to the immediate notice of the MMSC.