

THREE IMPORTANT JOBS

Have You Got the Time and Skills? or know someone that has!

Administration Director

DEADLINE FOR APPLICATIONS: 30TH JUNE 2018

The current Administration Director has indicated that he will not be seeking re-election for the year starting 1st January 2019, and therefore the Board of Directors is seeking nominations from BABS' members interested in taking on this role. The Administration Director is responsible for the legal and administrative duties of the Association, mainly carried out by a team including officers such as the Company Secretary, Social Media Manager and quartet registrar.

The Administration Director will also be expected to drive forward special projects, for example developments in communication techniques or improvements to the membership database. The successful candidate will be highly organised, driven, and passionate about making a difference to their Association. The position is voluntary and does not carry a salary or honorarium.

Vice-Chairman

DEADLINE FOR APPLICATIONS: 30TH JUNE 2018

The tenure of the current Vice-Chairman Martin Baglow comes to an end on 31st December 2018, therefore leaving a vacancy for a Vice-Chairman from this date. The role is very important as it is normal after two years in that position to progress to become the Chairman of BABS. The position is voluntary and does not carry a salary or honorarium.

Candidates interested in the role should have a good knowledge and understanding of the Association, ideally gained over a number of years as a member, and an officer at club level. Previous involvement in the Association at a senior level would be useful but not essential.

Candidates for the Administration Directors and Vice-Chairman will have to satisfy the requirements of being a company director and trustee, and references will be required.

Company Secretary

DEADLINE FOR APPLICATIONS: 28TH FEBRUARY 2018

The role of Company Secretary has recently become available and therefore the Board of Directors is seeking nominations from BABS' members interested in taking on this role. The Company Secretary will be responsible for ensuring BABS meets its legal obligations and is governed correctly. The responsibilities will include (but not be limited to):

Organising, attending, and taking minutes at board meetings and Members Meetings. Being the legal point of contact for external bodies such as Companies House and The Charities Commission. Ensure good lines of communication between all parties in BABS. Ensure the standard policies are kept up to date and adhered to. Organise and maintain insurance cover for BABS clubs

Previous experience as a Company Secretary would be ideal but is not essential. This is not a board level role and the successful candidate does not need to seek re-election each year. As with all other officers in BABS, the role is voluntary although normal expenses incurred in the business of the organisation will be reimbursed in line with the Association's expenses policy.

MORE INFORMATION

For more details about these three vacancies or to register an interest, please contact:

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Correspondence will be treated in the strictest confidence.

The British Association of Barbershop Singers

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