



Role Specification for Music Time Group Rep Co-ordinator

This role involves:

- Keep a record of all "Income and Expenditure Logs" received from Group Representatives and follow-up any missing documentation as appropriate.
- Review half-termly "Income and Expenditure Logs" received from Group Representatives and check that any opening balances have been brought forward correctly, that they are arithmetically correct and that all supporting documentation has been provided.
- Make these records available to the book keeper so that they can be incorporated into the accounts.
- Be available as a point of contact for the reps should they have any queries about their roles or problems within their groups.
- Provide information to the executive committee as required.