

Terms of Reference

Music Librarian, Canadian Military Wives Choirs Association

Overall Role:

1. Maintains a database of all choir music (PDF files) and any associated recorded music tracks and part-specific training tracks.
2. Provides a point of contact for all music-related inquiries.

Responsibilities:

1. Distributes music to choirs upon request, via Dropbox or Google Drive.
2. Adds new music/recordings/training tracks to the database as they are acquired.
3. Monitors the Musical Matters Facebook group to provide oversight and answer questions as they arise.
4. Maintains documents regarding copyright permissions for music in the CMWCA Music Library.
5. Maintains familiarity with current copyright laws and licensing issues related to printed music, performances and sound recordings.
6. Holds voting rights as a member of the association's board of directors.
7. Attends association board of directors' meetings.
8. Reviews and approves minutes of previous meetings at each regular meeting
9. Reviews and approves monthly financial statements at each regular meeting
10. Obtains a Criminal Record Check within 6 months of taking up the position.

Skills/Experience Needed:

1. Willingness to devote the necessary time and effort
2. Strategic vision of the CMWC Choirs as a whole
3. Good, independent judgment
4. Ability to think creatively
5. Willingness to speak their mind
6. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
7. Ability to work effectively as a member of a team
8. Comfortable using spreadsheets and file sharing/cloud storage software. (e.g. Dropbox, Google Drive)