

# Committee Role Descriptions

## Chair

The Chair is an academic member appointed by the Head of RIC. This individual is responsible for leading the committee and ensuring adherence to established guidelines. Their role involves setting agendas, facilitating meetings, and guiding discussions to ensure the committee's objectives are met. The Chair must maintain impartiality and ensure that all members have the opportunity to contribute their perspectives.

## Deputy Chair

The Deputy Chair is appointed from within the committee and serves to assist the Chair in their duties. There must be at least one Deputy Chair, who will act in the Chair's absence. The Deputy Chair supports the Chair in leading meetings and ensuring that the committee's activities run smoothly. They may also take on specific responsibilities as delegated by the Chair.

## Members

The committee comprises 8-12 members, including the Chair. It is essential to have at least one lay member and one member with no connection to VSC to ensure diverse perspectives and unbiased discussion. Members are expected to contribute their expertise, participate in meetings, and assist in achieving the committee's goals. The diversity among members is vital for comprehensive and balanced decision-making.

### *Internal Staff Members*

Internal staff members consist of lecturers, subject leads, and senior lecturers.

## Experts: External Members

Experts on the committee are individuals with specialized knowledge and experience relevant to the committee's focus. They are selected for their ability to provide informed opinions and insights that can guide the committee's decisions. Types of experts include:

- **Vocal Coaches:** Professionals who train individuals in the art of singing, helping them to improve their vocal techniques and performance skills.

- **Voice Therapists:** Specialists who focus on diagnosing and treating voice disorders, helping individuals to maintain or regain healthy vocal function.
- **Physical Therapists:** Practitioners who assist individuals in improving their physical health and managing injuries or conditions that may affect their ability to perform, particularly in relation to their vocal or physical practices.
- **Choral Directors:** Experienced leaders of vocal ensembles who provide expertise in group vocal performance, directing rehearsals, and ensuring cohesive and dynamic choral presentations.
- **Performers:** Seasoned artists who bring practical insights and firsthand experience of the demands and nuances of live and recorded performances, contributing to a well-rounded perspective on performance practices.
- **Psychologists:** Mental health professionals who provide support and strategies for managing performance anxiety, stress, and other psychological aspects that can impact an individual's ability to perform effectively.

## Secretary

The Secretary is appointed to support the administrative functions of the committee. Their responsibilities include preparing meeting agendas, taking minutes, maintaining records, and handling correspondence. The Secretary ensures that the committee operates efficiently by managing logistical details and providing organizational support. This role is vital in facilitating communication and coordination among committee members.

**Secretary:** The Secretary is appointed to support the administrative functions of the