

Dear YMP,

Just a quick email to you all, to say thank you for your time last night and I feel we are now making progress in making the YMP a valuable asset for the students of Solihull. I will write up the mins and post them on the website next week. However for our next meeting I think we need to have the following in place:

## **Roles**

The YMP needs to set up roles to make it clear to groups and outsiders who does what, could I suggest the following (feel free to tweak!)

**Chairperson** - this role would lead the meetings and set the agenda for the meetings and then feed back to SMS

**Deputy Chair** - this role would support and fill in for the the chair role if away. They would also be involved in the agenda setting.

**Secretary** - This role would include getting letters /emails out and writing up the mins from meetings. Organising (with me) venues times etc!!

**Publicity Officer(s)** - This could be for more than 1 person: The job would be to raise the profile of YMP to the students it should be serving and to raise its profile in the wider community and other student groups.

**Website officer-** this role would liaise with me about content on the website and how it could be used for the benefit of Young People.

**Ensemble or night specific officers-** this role would allow members of the YMP to be the specific representatives for certain nights/ensembles - up to you to decide!! this would mean that members rehearsing on a specific night would know who to go to if they needed support or to share ideas.

These are my initial thoughts but I if between you through votes or emails etc if you can assign certain members to these posts, this will allow the YMP to really get going. If you feel I have missed any roles please add them!!

Other thoughts

- Do you need a logo
- Photos - we need to put photos up at the music service so students know who you are
- A leaflet to go out with who and what you are!??
- Are there other links with other student bodies that need to be made

Remember you have your own page that needs developing for the public [www.solihull.gov.uk/musicservice/17165.htm](http://www.solihull.gov.uk/musicservice/17165.htm) and we need to start working on the extranet site <http://www.solgrid.org.uk/>

You now have each other emails and mine.....so lets get this whole thing moving forward!!

Best wishes  
Rich

