

POWELL RIVER CHORUS

POLICIES, PROCEDURES AND GUIDELINES

This manual outlines the Policies, Procedures and Guidelines for the Powell River Chorus. The sections contained herein collectively comprise the constitution of the Powell River Chorus.

If a matter cannot be resolved within the context of the language contained in the Policies, Procedures and Guidelines manual, the members of the current Executive may exercise their discretion and make a decision on same.

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The above-noted sections comprise the "constitution" of the Powell River Chorus.

1. New Member Information:

Following is a "sample" newsletter to be distributed to new members:

WELCOME TO THE POWELL RIVER CHORUS!!!

It is going to be an exciting season and I hope a rewarding one for each of you. On the reverse of this page is a listing of your current Executive and section phoners. Following are a few guidelines for your consideration:

Rehearsals:

Regular rehearsals are held each Wednesday evening from 7:30 to 9:30 pm at a venue selected by the current Executive. PLEASE MAKE EVERY EFFORT TO BE ON TIME. Extra rehearsals are usually held prior to concerts and everyone is expected to attend.

Performances:

Each member is expected to attend all practices and performances, unless he or she is ill, at work, or on a pre-arranged holiday. Regular attendance is vital to the success of our performances. Please advise either the Membership Secretary or your section phoner if you will not be able to attend a rehearsal.

Sectional Practises:

There is an expectation that members work on their music between rehearsals. This may be done individually or together in sectional practices. Please ask a member of your group about when and where sectional practices will happen.

Extra Assistance:

Our Music Conductor has agreed to offer assistance to those members needing help with their music. The Music Conductor will advise times he/she will be able to help you.

Sheet Music:

Music is on loan to you and must be returned promptly when called for by the Librarian. You will be assigned a number which will appear on all your music. Please be sure to retain your music until it is recalled by the Librarian. If you are missing pieces, please arrange to obtain them before or after rehearsals; not during. If you lose your music, please advise the Librarian immediately for replacement. Please securely place all your music in a black binder and put your name and telephone number on the inside of the binder for easy identification should you misplace it. If you need to make notes in your music, use pencil or sticky dots only – no highlighter or ink.

Uniforms:

Members keep their uniforms from season to season and are responsible for keeping them in good condition.

Men wear full tuxedos with white shirt, black socks and black shoes.

Ladies wear black dresses (purchased from choir), silver-tone earrings, black stockings and black closed-toe shoes. A silk jacket and a beaded shawl (choir property) are issued once the uniform fee is paid. If the silk jacket requires cleaning, dry clean only. If you leave the choir, please return your uniform (jacket and shawl) in clean condition to the Wardrobe Manager.

Please – no perfumes or colognes to be worn at concerts as some of our members are extremely allergic.

Concerts:

The Powell River Chorus usually holds two main concerts per year; one in the Fall and one in the Spring. Concert dates will appear on an events calendar which will be handed out or sent electronically to the members in early Fall (and Spring). Other events include holiday season concerts at various locations in Powell River and workshops designed to improve performances. Periodically, we may sponsor or host a visiting musical group to Powell River or travel out of town for joint concerts. Please remember - we usually perform better when we memorize our music.

MOST IMPORTANT –

Look at your choir conductor! _____, President

If you have any matters you wish brought to the attention of the Executive, please speak with one of the Members-at-Large.

EXECUTIVE POSITIONS

President _____
Vice-President _____
Treasurer _____
Secretary _____
Business Manager _____
Publicity _____
Membership Secretary _____
Members-at-Large _____

NON-EXECUTIVE POSITIONS

Librarian(s) _____
Social Convenor(s) _____
Wardrobe Manager _____

SECTION PHONERS

SOPRANO:

Name _____ Phone _____
Name _____ Phone _____

ALTO:

Name _____ Phone _____
Name _____ Phone _____

TENOR:

Name _____ Phone _____
Name _____ Phone _____

BASS:

Name _____ Phone _____

2. Policies and Procedures

a) No Audition Required

Although the Powell River Chorus has an open membership policy, it also has an expectation that every member will work between rehearsals to learn his/her music individually or through sectional practices. There is an expectation that every member will attend rehearsals regularly unless special circumstances prevent this. Anyone missing rehearsals must make an effort to determine what has been missed and prepare appropriately for the next rehearsal. This is especially the case as performance time nears. Most members are conscientious about these matters and will make the effort to be reasonably prepared or give consideration to not participating in the concert. If in doubt, discuss the matter with the Music Director.

b) Workshops

Many choirs have compulsory workshops as a means of improving the individual and collective skills of their choirs. Preparation for and attendance at these workshops is critical to carrying new skills forward to subsequent rehearsals and performances. Powell River Chorus members vote on having each workshop. If the membership has voted in favour of having a particular workshop, members are encouraged to attend and are responsible for reserving workshop dates on their personal calendars.

c) Program Planning

Music and theme selection for the year is the responsibility of the Music Director; however, input from the Executive may be considered.

d) Annual General Meeting

The Annual General Meeting is held at the close of the Spring session (May/June). Formal notice will be given by the Executive at least two weeks prior to the meeting. The meeting must provide for the election of a new Executive and offer the membership opportunity to evaluate the past year as well as existing choir policies and procedures. Members will have the opportunity to ratify the fee structure recommended by the Executive for the ensuing year.

e) Fees

Member fees are set by the outgoing Executive and ratified at the Annual General Meeting. Other supplementary fees may be included in the annual fee provided this is made clear to the membership at the time of the ratification vote.

There are two terms: September–December (Fall session) and January–May/June (Spring session). Fees for the Fall session must be paid by September 30th. Fees for the Spring session must be paid by January 31st. If this represents financial difficulties to any member, the matter may be discussed in confidence with the President or Treasurer before October 1st or February 1st respectively.

Fees for uniforms must be paid upon registration in order for the member to participate in the Fall or Spring concerts. The uniform fee must be paid in full once per year.

The Music Director and Accompanist are considered members of the Chorus, but are excused from paying fees.

f) Honorary Life Membership

The Executive maintains a listing of honorary life members. These members are entitled to attend all Powell River Chorus concerts free of charge and may also attend social functions and rehearsals.

Honorary Life Membership may be extended to long-term members as deemed appropriate by the Executive.

g) Concert Ticket Sales

Choir members are encouraged to sell tickets for upcoming events. It is hoped that every effort will be made by the member to sell the tickets that they accepted. Any unsold tickets are to be promptly returned to the Business Manager by the ticket sales deadline as determined by the Business Manager.

3. Executive/Non-Executive Structure and Election Procedures

a) Executive Positions

The following are the Executive positions:

Two Year Terms

- President
- Vice-President
- Secretary
- Treasurer
- Membership Secretary
- Business Manager
- Publicity Manager
- Music Director (ex officio)

One Year Term

- Members-at-Large (2)

Liaison as Required

- Past-President

b) Non-Executive Positions (Voluntary Terms)

Non-Executive positions are filled by the President or by nomination as agreed. Incumbents holding Non-Executive positions are welcome to attend Executive meetings. Non-Executive positions should be confirmed annually at the Annual General Meeting.

- Historian
- Librarian(s)
- Phoners
- Social Convenor(s)
- Stage Manager
- Wardrobe Manager

c) Nominations for Executive Positions

Three channels are available for the nomination process:

- Nominations in writing from any choir member (with prior approval of the nominee);
- Self-nominations in writing from any choir member;
- Nominations from the floor at the Annual General Meeting.

Nominations for open positions will be considered by the members of the choir and voted upon at the Annual General Meeting.

4. Executive Job Descriptions

a) President

- Coordinates all business affairs of the Powell River Chorus.
- Communicates with the Music Director and members on all upcoming events and rehearsal dates.
- Plans and chairs meetings as required.
- Ensures that the Membership Secretary has either a hard or electronic copy of the most current new member information newsletter and Policies, Procedures and Guidelines manual for distribution to new registrants each September and January.
- Provides for an annual or twice yearly calendar of events.
- Where possible, convenes a planning meeting in May or June for the following year's activities.
- The President will assign one Member-at-Large to serve as the choir's representative on the Community Arts Council.

b) Vice-President

- Assists the President as required.
- Undertakes special responsibilities as the need arises.
- Acts as an alternate delegate to the Community Arts Council if required.

c) Past-President

- Advises on Powell River Chorus business and procedures.
- Undertakes special responsibilities as the need arises.

d) Secretary

- Records minutes of all Executive meetings and has them typed within one week of the meeting for approval of the choir President prior to circulating them to the Executive.
- Prepares correspondence as directed by the President and distributes as appropriate.
- Assists the President in preparing meeting agendas if required.
- Retains the official choir business files i.e. – agenda packages, minutes of meetings, correspondence sent and received etc.
- Collects mail from the post office box at least once per month.
- Reminds the Treasurer in September to pay the annual fee for the post office box.

e) Treasurer

- Administers the choir finances and keeps appropriate records.

- With the assistance of the Membership Secretary, collects membership dues and issues receipts for new registrants.
- Collects other monies as required and issues receipts.
- Pays all bills promptly.
- Pays the postal box rental fee by mid-September of each year.
- Pays the annual dues to the Community Arts Council and BC Choral Federation.
- Investigates grant funding opportunities as required.
- With the assistance of the Business Manager, prepares a financial statement for each concert, using recognized basic accounting methods. Provides copies to Executive members and provides a verbal report of same to the choir after each concert.
- Prepares an annual financial statement at the end of the Spring season for presentation at the Annual General Meeting.
- Prepares financial tables comparing annual income and expense categories in recent years including concert finances as directed by the Executive.
- Arranges for an internal audit of the books as directed by the Executive at the end of the spring season.

f) Business Manager

- Prepares for concerts including theatre bookings, tickets and house arrangements.
- Coordinates with other Executive members regarding programs and publicity.
- Provides complimentary tickets for publicity and honorary life members.
- Arranges for the preparation and production of concert programs including front cover design, concert items, choir personnel and acknowledgements.
- Distributes one program to each member and three to the Historian.
- Arranges for programs to be available at the door 45 minutes prior to the concert.
- Collects any unused programs after concerts.
- Assists the Treasurer to prepare a financial statement for each concert using recognized accounting methods.
- Processes all ticket income and delivers to the Treasurer for banking. Obtains a receipt.
- Maintains an updated file of all information relating to concert preparations.
- Assists other Executive members or special committees as required.
- Arranges for the use of Powell River Chorus rehearsal facilities before August 31st of each year.

g) Publicity Manager

- Arranges for all concert publicity including newspaper advertisements and posters.
- Maintains an updated file of contacts, sample posters and newspaper advertisements with expense information for same.
- Arranges for display ads to be posted in the local newspaper advertising the start up for both the Fall and Spring sessions.
- Arranges for periodic newspaper advertisements at appropriate times to keep the Powell River Chorus' "best foot forward" in the community.
- Other publicity as required.

h) Membership Secretary

- Prepares a sign-up sheet for member registration start-up for both the Fall and Spring sessions.

- With the assistance of the Treasurer, registers members at the beginning of both the Fall and Spring sessions. Information collected should include name, address (including postal code), telephone number and email address.
- Prepares a members' phone list for the first week of October and the first week of February for distribution to the sectional phoners. This list to be broken down into Soprano, Alto, Tenor and Bass sections for ease of phoning. The list should also include contact information for both the Music Director and the Accompanist.
- Ensures new members are provided with either a hard or electronic copy of the most current new member information newsletter and Policies, Procedures and Guidelines manual.
- Extends an invitation for choir membership to newcomers to Powell River.
- Maintains an attendance record for all rehearsals, concerts, workshops and trips throughout the year.
- A temporary attendance register should be kept in September and transferred to the permanent register from Oct 1st onwards.
- A temporary attendance register should be kept in January and transferred to the permanent register from February 1st onwards.
- Provides the Historian with all attendance records at the end of each choir year (May/June).
- Relays messages to the membership from the Music Director or President as directed.
- Sends cards or flowers to members as deemed appropriate i.e. -- illness, injury, bereavement etc.
- Assists the Librarian(s) and Wardrobe Manager to arrange for the prompt return of choir music and uniforms from individuals leaving the choir as needed.

i) Members-at-Large

- The Members-at-Large will be assigned special responsibilities as directed by the President.
- Makes presentations to the Executive on behalf of the choir members.

j) Music Director

- Plans and administers the music program for the Powell River Chorus.
- When time permits, presents plans in May or June each year to the Executive.
- Works with the Executive in shaping the musical themes and activities for the following year.
- Selection of music is the ultimate responsibility of the Music Director.
- Arranges with the Librarian(s) to order Fall term music before the end of June.
- Assigns sectional leaders to lead sectional practices.

5. Non-Executive Job Descriptions (Voluntary Terms)

a) Accompanist

Historically, this has been a voluntary position; however, the Executive and Music Director may decide on a paid Accompanist if circumstances warrant. If the decision is made by the Executive of the Powell River Chorus to pay an Accompanist, a legal contract will be entered into that is mutually satisfactory to both parties.

b) Historian

- Maintains a scrap book of all choir memorabilia suitable for "display" purposes. The scrap book should be balanced from year to year and include a photographic record of choir activities, special events, recognitions, programs, newspaper articles, advertising, adjudicator's comments/certificates and annual summaries.

- Retains three copies of each concert program for one year following each performance.
- Maintains separate annual files for the following:
 - Member lists;
 - Concert programs;
 - Special events;
 - Festival adjudicator's comments and certificates;
 - Advertising (newspaper and posters);
 - Funding application forms;
 - Attendance records;
 - Brief summary of each year's activities and achievements.

c) Librarian(s)

- Responsible for ordering, labelling, filing, distributing and retrieval of all choir music.
- Orders music as directed by the Music Director.
- Receives and authorizes payment of all music invoices after checking invoices against shipment volume.
- Once invoices are checked and confirmed correct, forwards invoices to the Treasurer for payment.
- Labels and numbers all music copies and distributes to members by a number system.
- Ensures current music is available for distribution prior to rehearsals and after (not during).
- Responsible for collecting music from individuals who are leaving the choir.
- Collects and files all music at the end of each term.
- Maintains a filing system of all choir music.
- Maintains a current inventory list of what titles are included in the music files.

d) Phoners

- Relays messages to section members as directed by the President or Music Director.
- Relays information of importance to members who were absent from rehearsals.
- Communicates sectional rehearsal dates and times to members in their assigned section.

e) Social Convenor(s)

- Organizes social events as directed by the Executive.
- Coordinates three social events per year:
 - one in late September or early October following a choir rehearsal to welcome choir members;
 - one immediately following the Christmas concert; and
 - one at the end of the Spring season (May/June).

f) Stage Manager

- Prepares the stage for technical rehearsals and concerts.
- Arranges for the piano, risers and sound deflector panels to be in place before rehearsal or warm-up time.
- Directs the choir members with regard to entering and exiting the stage.
- Provides time warnings prior to concert start time.

g) Wardrobe Manager

- Purchases new choir uniforms as required.

- Arranges for the distribution, collection, care and storage of new and returned choir uniforms.
- Receives and authorizes payment of all uniform invoices after checking invoices against shipment volume.
- Once invoices are checked and confirmed correct, forwards invoices to the Treasurer for payment.
- Reminds individuals leaving the choir to return uniforms cleaned and pressed to the Wardrobe Manager.

6. Annually Assigned Jobs

The Choir President may assign jobs to Executive members or other choir members as needed. Following are examples:

a) BC Choral Federation (BCCF) Liaison

- Prepares and submits Powell River Region reports to the BCCF for inclusion in the BCCF Newsletter.
- Encourages individual choir members to take out BCCF memberships.
- Reviews the BCCF Newsletter in order to bring appropriate information to the attention of the Executive and choir members.

b) Community Arts Council (CAC) Representative

- Attends regularly scheduled CAC meetings.
- Advises the President if he/she cannot attend a scheduled meeting so that appropriate substitution arrangements can be made.
- Provides a brief monthly report to the CAC on the choir's activities and plans.
- Provides a brief periodic report on CAC business relevant to the choir to the Executive or the President.
- Maintains a file of CAC minutes for reference.
- Seeks grant funding when required.

c) Chorifest/Trip Coordinator

- If choir members decide to attend a Chorifest, travel to an out-of-town festival, or make a tour, one person (i.e. -- Vice-President, Past-President, Business Manager or a Member-at-Large) should coordinate the preparations under the direction of the Executive. Arrangements should be made as soon as a decision is made to undertake the activity.
- Responsibilities include:
 - Registration and general liaison;
 - Music orders and preparation;
 - Accommodation;
 - Transportation.

d) Choir Pictures

- Every two years arrangements are made for pictures to be taken of the choir for the Kathaumixw program and for use in the choir's own advertising.

e) Photographer

- Takes or gathers appropriate pictures of the choir or its members at rehearsals, workshops, socials, trips, special functions, etc. which might be used for advertisements, the history book, displays or other.
- Provides all pictures to the choir Historian at the end of the year (May/June).
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f) Flowers and Gifts

- Arranges for flowers and/or appropriate gifts (including wrapping) for presentation at concerts.
- Initiates discussion with appropriate Executive members, including the President, for the recognition of the Music Director and the Accompanist. This is normally done at Christmas and at the end of the Spring season (May/June).
- Purchase other gifts as directed by the Executive.

g) Stage Décor

- Arranges for stage decoration for concerts preferably keeping in theme with the concert. It is preferred that any plant material being used be considered allergy-friendly.
- Enlists the assistance of other members for decorating and moving larger items (i.e. – risers) and the removal of same after each concert.

7. Financial Statements

In addition to arranging for the auditing of the account books of the Powell River Chorus at the end of the Spring season after the annual statement is produced, the Treasurer is responsible for providing the following financial statements to the Executive and membership using recognized basic accounting methods:

- Financial statement for each concert.
- Annual financial statement at the end of the Spring season for presentation at the Annual General Meeting (May/June).
- Financial tables comparing annual income and expense categories in recent years including concert finances as directed by the Executive.