

Bingham and District Choral Society – Roles of Committee Members

BDCS is a registered charity, and as such, is subject to the rules of the Charity Commission. There are 4 Trustees and 9 other Committee members. Essentially this means ensuring the Society adheres to its Constitution; ensuring that its members act honourably and in good faith; and that its assets are used for the purposes of the Society. The Trustees are also signatories to the Society's bank accounts.

CHAIR - TRUSTEE

- Chair meetings including AGM and SGM
- Coordinate and set agenda for choir
- Write meeting agenda
- Write chair's introduction for concerts, newsletter.
- Write Chair's annual report
- Write letters and send communications on behalf of society
- Occasionally introduce concerts
- Give information to choir at rehearsals
- Respond to events and invitations.
- Liaise with MD and other officers, particularly, secretary, treasurer and programme chair
- Offer support
- Sign cheques
- Concert support to other members doing lighting and staging

VICE-CHAIR - TRUSTEE

- Deputise for chairman, including communicating with choir at rehearsals
- Participate in planning and organising concerts, social and other events where necessary.

TREASURER -TRUSTEE

- To be responsible, together with the other trustees, for all money owned by the society.
- To organise and monitor money owned by the society in savings and bank accounts.
- To receive all money given to the society and to deposit this money in its bank.
- To pay out all money owed by the society with cheques and bank transfers.
- To advise the committee on pay to its Musical Director and Accompanist and any other payments where appropriate.
- To provide a financial report to the committee at each of their meetings.
This report is to provide an up to date position of money owned by the society and also to provide an account of the financial outcome of major events such as concerts. Also, to give projections, where appropriate of future events etc.
- To represent the committee on the Programme Committee, giving advice and projections on financial matters.
- To prepare accounts at the end of the financial year and to submit these accounts to the appointed Examiners.
- To publish the accounts to all members of the Society so that the accounts can be discussed at the A.G.M.
- To produce an Annual Financial Report at the A.G.M. and to respond to any questions from members of the Society regarding the published accounts for the year.
- To renew the Charitable Status of the Society every year.
- To renew the insurance of the Society annually and to pay any outstanding PRS fees.
- To submit a form to HMRC regarding Gift Aid claimed by the Society, given our charitable status

SECRETARY - TRUSTEE.

- Circulating an agenda for Committee meetings, making a written record of Committee meetings and distributing these Minutes to designated people – ie Committee members, the Musical Director and President, and checking for public consumption once approved.
- Circulating an agenda for the AGM; accepting resolutions for the AGM; making a written record of the AGM and distributing this to the Committee, Musical Director and President, and checking for public consumption once approved.
- Keeping and filing all documents and information, including correspondence sent and received.
- Maintaining records of the Society's activities.
- Booking venues for concerts and other events.
- Maintaining a database of the Society's members.
- Circulating members with relevant information and the annual Newsletter.
- Acting as contact person on the website
- Assisting in setting up fundraising or other Society events

PROGRAMME CHAIR

- To call for, arrange and chair regular meetings of the Programme Sub-Committee appointed by the Main Committee.
- To take suggestions from the sub-committee and advice from the MD on recommending suitable programmes to the main committee.
- To ensure that programmes are agreed to allow adequate time for booking venues, artists, orchestras etc.
- To take advice from the MD and other members on the choice of artists, orchestras etc. and ensure that bookings, rates etc. are agreed.
- To ensure that suitable venues are available and booked by the Secretary
- Liaise with committee, choir members and others as appropriate

PUBLICITY OFFICER

To promote and publicise the choir by:

- Providing monthly updates to local magazines and newspapers about the choir's current and future activities. The magazines include those produced for specific communities – e.g. The Butter Cross in Bingham and The Link in Radcliffe – and those with a wider circulation – e.g. the NG magazines and the Life magazines. The monthly updates are also sent to the Nottingham Post and the Newark Advertiser.
- Occasional press-releases and post-concert reports, targeted at the Post and the Advertiser.
- Maintaining Twitter communications on behalf of the choir. The Twitter feed appears in the News and Events section of the website.
- From time to time providing written content for the website
- Co-ordinating the content of the concert programmes and forwarding to Robin. This may also involve liaison with other choirs when we are performing in joint concerts.
- Liaising with advertisers for the concert programmes.
- Production of posters and flyers.

LIBRARIAN

- Liaise with MD and Chair of Programme Committee re music required (at present 2 major concerts, plus Christmas concert and Summer Singing concert, and some of our Singing Days, as well as the occasional funeral).
- Liaise with MD re edition required for both vocal scores and orchestral sets.
- Source all music required.
- Pay for and collect all music (or arrange to have it delivered by courier).
- Prepare all music and distribute to choir members (sometimes over several weeks), pianist, conductor, orchestra etc.
- Collect all music in after concert, including from the orchestra on the night. Ensure all music is returned in a clean state if possible. There is always a strict time limit on length of music hire. Missing scores need to be identified and absent choir members contacted to avoid incurring further library charges. Missing scores have to be replaced with a *new* copy.
- Return all music to source of hire.
- Liaise with librarian of another choir if doing a joint concert.
- Purchase new sets of music when required. Occasionally buy scores for members wishing to purchase.
- Keep track of our own stock of music (currently stored by 4 different people).

BOX OFFICE

- Responsible for arranging sale of tickets, audience seating, (*not* choir), front of house volunteers, VIP invitations and some of the printing requests.
- Weeks before concert: arrange info for and printing of tickets (always) and posters/flyers (usually). (This time, Judy has done posters and flyers in addition to the programmes for convenience of printing). Arrange complimentary tickets.
- Ticket sales - to choir members, but also via Library and Pen2Paper (and Minster shop, this time) - put up posters in these sales venues. Usually start sales 5-6 weeks before the concert. Also deal with telephone sales.
- Wednesday before concert - start programme sales to choir members
- Eve or Morning of concert - label benches, individual seats, VIPs etc
- Afternoon of concert - bring/sell programmes as appropriate
- 45-60 minutes before concert -- deploy Front of House team - ticket and programme sellers, ushers for public and VIPs. People to guard doors (Minster)
- Bring floats for tickets and programmes (separately)
- After concert - collect all money taken (tickets and programmes) and arrange removal of all labels and markers on benches, with volunteers (at Minster, esp- large numbers of seats labelled).

MEMBERSHIP SECRETARY

- Keep an up to date secure record of the membership of the Society consisting of names, contact details, subscription payments, dates and any other information the Committee agree is relevant.
- At the start of each season provide an enrolment form as the means to collect this information. Members are required to re-enrol each season.
- Appoint and liaise with Voice mentors to ensure new members are welcomed, enrolled and settle in at whatever part of the season they join. The MS provides the Mentors with copies of a brief welcoming sheet to give to new members.

- At the start of each season provide Membership Cards containing brief details of the Society, Committee officers and the programme for the coming year, which record the name, subscription and membership number of the member and acts as a receipt of payment.
- Provide and monitor attendance registers for the duration of the season.
- Provide name sheets for canvassing the membership when required for whatever purpose, e.g. concert attendance, offers of help
- Provide the Treasurer with the information required to make an annual Gift Aid claim.

WEBSITE

- All things website related – Updates, News Items, concert details, developments, etc.
- Help sell concert tickets at rehearsals
- Front of house tasks at concerts

ORDINARY MEMBERS

- No particular role but rather to take on additional tasks as any particular event requires. For some time one ordinary member has been supplying programme notes and text/ translations of the works being performed for insertion in the programme, but this began before joining the committee.
- Also working out choir seating arrangements for concerts.

STAGE MANAGER

- Currently filled by a member not on the Committee. See separate list of duties.

All committee members undertake tasks such as organising and assisting at concerts and other events

See also list of duties for concerts, including Christmas concert.