

Wednesday
11th April

Circular Keys
chorus

Secret Chorus Business

*We are creative musicians who inspire
with heart, soul and musical excellence.*

We are in the Pacific
Room and risers can
stay up.

Don't forget to turn
your mobile phone
off or to silent before
getting on the risers.

MEMBER NEWS

ANZAC DAY REHEARSAL

Please note that rehearsal will be held on **TUESDAY 24TH APRIL** due to ANZAC day falling on Wednesday this year.

MANAGEMENT TEAM NOMINATIONS & AGM

We have been underwhelmed by people nominating for the Management Team elections. If no-one else nominates, then it is not an election but a ratification. Please carefully study the list below of members willing to take on the responsibilities of the various committees. If you have any questions, suggestions or further nominations, please speak to or email either Ros Lumsdaine or Cathy Bartley. I would like all Chorus members to have the opportunity to make their voices heard

Team Co-Ordinator – Liz Perry

Secretary – Cathy Bartley

Performance Co-Ordinator – Judith Bourne

Finance Manager – Deborah Martin

Membership Chair – Ros Lumsdaine

Public Relations – Kate Hawkins

You will receive an AGM package by the end of the week. Can you please make the time to read this before next week's meeting. If you are not going to be able to attend the AGM don't forget you may apply for an absentee ballot prior to that date.

We are also looking for a "shadow" Finance Manager who can watch and learn from Deborah during the next 12 months. Deborah has done an absolutely amazing job with handling the Chorus's finances for so many years. I think you will all agree that it is certainly time to share the load. Deborah will happily answer any question you may have in relation to this position and don't forget that you have Leslee Edwards who helps each week with the banking etc. which lightens the load.

BROWN BAGS

Don't forget to bring in any brown bags that you have tucked away that the Fund Raising team can use to package the Guritno china being sold at Harmony Bazaar.

CHORUS MAKE-UP

Jenny McPhee will have some make-up items which can be purchased on Wednesday night. For the newbies and ooters there will be kits comprising lipstick, blush, eyeshadow and 'sparkle dust' for \$25. The remainder of the Chorus need to purchase the sparkle dust for \$4.50. It would be appreciated if you could have the correct money for Jenny when you purchase your items.

Supper Roster

Rosie C
Deborah M
Kerrie L
Lynn L

Have you logged onto the website and updated your attendance and song status?

NEVER SAY NEVER CDs

Always a great gift idea - \$15.00 ea or two for \$20.00

DON'T LET YOUR BRAIN TURN TO STONE!

Our wonderful Central Coast contingent are organising a trivia fund raising night on Saturday 5th May, 7pm at the Gosford Golf Club. Tickets are \$15 per head or \$95 per table of eight. For a night filled with lots of fun and laughs, contact Lyn on 4329 1548, 0419 442 321 or email lynhowells56@gmail.com

GARAGE SALE

Can anyone spare a Garage? The Fund Raising Committee would like to hold another garage sale, but we need a garage to hold it in. If you can help, contact Ann Keating.

No time like the present to have that clean out and start putting aside your unwanted items. Don't forget ... somebody's trash is someone else's treasure.

ATTENDANCE AT CONVENTIONS

For new members who have not attended a National or International Convention before, please be aware that one of the chorus requirements is that you attend every coaching session, particularly in the last 6-8 weeks before the competition as important changes can be made at that time. If you do not attend then you may put your performance readiness in jeopardy and you risk not being able to participate on stage in the competition.

If you are intending to take leave from Chorus, please ensure that it is after the Convention, not before it.

REMEMBER:

THIS IS A TEAM EFFORT REQUIRING OUR FULL ATTENTION AND PARTICIPATION

For those intending to take holidays after the Convention, please make your intentions known to the Management Team about the length of your absence.

Address your email to the Management Team as we all have to approve your leave-of-absence.

Diary Dates

APRIL

Sunday 22nd – Bunnings Sausage Sizzle at Dural
Tuesday 24th – Rehearsal (instead of Wednesday due to ANZAC Day)

MAY

Saturday 5th – Central Coast Trivia Night
Saturday 19th – **Regional Convention, Canberra** (actual day of the competition).
You may choose to attend the entire convention. Then it is 18th-20th inclusive
Weekend 25th – 27th – Coaching with Kim Vaughn (St. Joseph's)

JUNE

Weekend 15th – 17th – McDonald Sydney Eisteddfod, The Concourse, Chatswood

JULY

Saturday 21st – Christmas in July Trivia Night at Baulkham Hills Bowling Club

AUGUST

Weekend 10th – 12th – Coaching with Karen Breidert (St Joseph's)

SEPTEMBER

Saturday 1st – Concert at The Concourse, Chatswood
Sunday 8th – Bunnings Sausage Sizzle, Seven Hills

OCTOBER

Weekend 5th – 7th – Coaching with Lynne Smith (St Joseph's)
October 27th – November 4th – **International Convention, Denver**

NOVEMBER

To November 4th – **International Convention, Denver**



CHORUS ELECTIONS

It is that time of year again when a new Management Team has to be elected. Below is a list of positions and their job descriptions. The Management Team is made up of the Director (ex officio appointment) and 6 elected members. They, in turn, appoint 3 Chorus members to be part of a 10 person Management Team.

We would be delighted if all you wonderfully talented people put your hands up to be one of the driving forces in this chorus. If you are interested in any of the positions, please come forward and speak to the Nominating Committee (Cathy Bartley, Ros Lumsdane and Liz Perry). A list of candidates will be drawn up and presented a fortnight before the election.

The election & the **AGM will be held on 18th April**. Please ensure that you are present. If you are unable to attend you may apply for an absentee ballot prior to that date.

Job Descriptions

Management Team

- Develops long range plans based on the goals and core values of the Chorus
- Oversees and evaluates the implementation of strategies developed to achieve long range plans
- Develops an appropriate structure of task oriented groups responsible for developing strategies to implement plans determined by the management team
- Ensures open communication at all levels of the Chorus.

Musical Director (ex officio appointment)

- Chooses the Music Team, as per contract, to help implement this
- Provides necessary musical education to the Chorus
- Has responsibility for all aspects of performance
- Brings to the Management Team matters that affect the musical functioning of the Chorus

Team Coordinator (elected)

- Leads the Management Team
- Takes responsibility to see that the Management Team and Standing Committees carry out their functions effectively and efficiently
- Calls meetings of the Management Team and in consultation with Team members, sets the agenda
- Ensures that Chorus members are kept informed of the work of the Team
- Represents the Chorus at Regional meetings as appropriate
- Liaises between the Chorus and Sweet Adelines International and the Regional Team
- Is the spokesperson for the Chorus

Finance Manager (elected)

- Has responsibility for all Chorus financial matters including collecting money, issuing receipts, banking, paying accounts and issuing petty cash
- Maintains a record of each member's dues and payments and apportions part, as determined by Management Team, to the member's escrow account
- Advises members who are in default of dues as per Standing Rules
- Keeps in books belonging to the Chorus full and accurate accounts of all receipts and disbursements
- Signs all cheques, drafts and orders for payment, which will be countersigned by one other member designated by the Management Team
- Prepares the annual budget and presents it to the Management Team for approval
- Oversees the budget and presents reports of transactions and financial condition of the Chorus to meetings and as requested
- Has the books for the period April 1 to March 31 audited as directed by the Management Team, the cost, if any, to be borne by the Chorus

Secretary
(elected)

- Records minutes of all meetings and files them in a permanent minute book of the Chorus
- Is familiar with and maintains current copies of by laws and standing rules
- Keeps a list of all committees
- Keeps in files copies of all Chorus correspondence
- Conducts all correspondence necessary for the proper functioning of the Chorus and keeps the Management Team and Membership involved
- Gives notice of meetings as required.

Membership Chair
(elected)

- Greets and introduces visitors and potential members to the Director, Team Coordinator and others as appropriate
- Maintains a record of attendance and contacts any member who is not in good standing as per the Standing Rules and advises the Management Team of this
- Maintains and updates First Night Kits, handing them to potential members and filing completed registration forms.
- When a potential member passes her audition, ensures that a membership form is completed and advises the Management Team
- On approval of the member, arranges for her certificate and its presentation
- Updates sings list as required and distributes it
- Distributes name badges and organizes these for new members
- Makes the Visitors Book available for signing when appropriate

Performance Coordinator
(elected)

- Is contact person for all performances
- Obtains Director's approval for performance
- Informs Chorus of details and posts sign-up sheets
- Confirms details with requesting organization
- Is aware of our fee structure and negotiates a suitable fee for performance unless it is a charity performance
- Gives the Director a list of performers and all relevant information
- Maintains a list of performances and contact details
- Passes any fees to the Finance Manager who sends a receipt and thanks them, if appropriate

Public Relations
(elected)

- Attends to all publicity relating to the Chorus including advertising for new members, publicizing the Show and other Chorus events and activities
- Organises for brochures, pamphlets and the like to be printed and to be available at events where appropriate
- Contacts potential venues for performances, being aware of our fee structure and availability
- If a performance is obtained, contacts the Performance Coordinator and Director before accepting it. Further contact can be through the Performance Coordinator.