

T · E · A · M Circular Keys chorus C · K · C

Together Everyone Achieves More

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

Secret Chorus Business

19th March, 2014

MEMBER NEWS

A reminder from Vicki about performance readiness for “Skyfall” : your riser can be done either on the risers or against the 4 part learning-track at home.

Lynne Smith will be with us at our rehearsal on the 25th March. For those girls who have not experienced Lynne’s effervescence, you are in for a treat. Remember to bring along your 100 watt smiles and flood-light animation.

Also at that rehearsal we will be filming a short clip of our chorus wishing our region a happy 25th anniversary which will be shown at the Convention as Doris carries the CKC banner. Wear POLO SHIRTS & DARK TROUSERS. If you are not in the polo shirt you will have to step off the risers as we need a complete uniform look.

Some issues have arisen for our Friends and Family performance. At this stage it has to be cancelled. More will be explained on Wednesday.

We are fast approaching our AGM and the election of a new Management Team. Our election will be held on 30th April. The Management Team is made up of 10 members. The Director is the only permanent member. The elected members are Team Coordinator, Financial Manager, Secretary, Membership Chair, Performance Coordinator and Public Relations Chair. There are also 3 appointments by MT that make up the 10 members. All other Chairs are appointments and are not on the MT. The job descriptions appear at the end of this SCB. Read them carefully, and if you think that you would like to nominate for any of these positions please let the Nominating Panel know. The nominating panel is Lyn Howells, Alison Anderson and Lorraine Barlow.

THOUGHT YOU MIGHT LIKE TO KNOW...

It’s been some time since we had a session on chorus etiquette, and I think it’s time we revisited the subject. The entire document is on the website in the documents section under Member’s Handbook.

However, there are three issues that may become a problem if we don’t address them now.

Honour Your Director:

Believe that your Director knows what she's doing & restrain yourself from offering advice on how to run the chorus (or any other topic) at any time. Wait for her to invite your opinion.

When the Director is speaking, listen. Don't review your part or hum (or correct others) as it distracts people around you and they miss what the Director is saying. It is particularly important that you share personal stories and anecdotes at supper, not during valuable rehearsal time.

Plan to arrive on time; but if you are late, or step down from the risers & are returning, simply stand to the side & wait until invited by the Director to take your place.

This week supper will be provided by Alison A., Maria P., Marilyn H., Cheryl B. Hospitality is Inese and Alison.

Risers have to come down.

DIARY DATES

2014

MARCH

Wednesday 25th Coaching with Lynne Smith

APRIL

Wednesday 23rd Faculty visit – Lea Baker

MAY

JUNE

Sunday 1 st	Sausage Sizzle – Seven Hills
Sunday 8 th	Sausage Sizzle – Castle Hill
Sunday 22 nd	Guests at Sydney Harmony Concert at Independent Theatre (Details TBA)

Suggestion Box

You will find the suggestion box in the kitchenette near the hot water dispenser. I have already received several suggestions, and these will be presented at the next Management Team meeting.

ELECTED POSITIONS ON THE MANAGEMENT TEAM.

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 singers 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.

