

## SECRET CHORUS BUSINESS FOR WEDNESDAY 21st MARCH, 2012

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

### MEMBER NEWS

We are in the Pacifica Room and the risers can be left up on Wednesday.

Huge congratulations to Sarah and Jon on the birth of Jake. Our very best wishes for the future for your new family.

There is only a short time left for us to be able to wear our medals on blue ribbons. Let's make the most of it and wear them with pride until Canberra.

Remember that we have a coaching rehearsal with Jim deBusman. Please try to be early and make sure you wear your name tags to make it easier on our coach.

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.

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 18<sup>th</sup> April. Please ensure that you are present. If you are unable to attend you may apply for an absentee ballot prior to that date.

## **Management Team**

### **JOB DESCRIPTIONS**

- 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)**

- Plans and implements the musical program as per contract
- 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 singes 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.

## **SUPPER ROSTER**

**Cathy S., Rosemary Ch., Marilyn J., Jo R.**

## **DATES FOR YOUR DIARY:**

**MARCH, 2012**

- **Wednesday 21<sup>st</sup> – Coaching with Jim DeBusman** (St. Joseph's)
- **Weekend 24-25<sup>th</sup> -Coaching with Lynne Smith** (St. Joseph's)
- **Wednesday 28<sup>th</sup>-- Coaching with Lynne Smith**

#### **APRIL, 2012**

- **Sunday, 22<sup>nd</sup> – Bunnings Sausage Sizzle at Dural**

#### **MAY, 2012**

- **Regional Convention Canberra 19<sup>th</sup>** (actual day of the competition). You may choose to attend the entire convention. Then it is 18<sup>th</sup>-20<sup>th</sup> inclusive
- **Weekend 25-27 Coaching with Kim Vaughn** (St. Joseph's)

#### **JUNE, 15-17 – McDONALD SYDNEY EISTEDDFOD – Chatswood Concourse**

#### **AUGUST, 10-12 – Coaching with Karen Breidert** (St Joseph's)

#### **SEPTEMBER, 2012**

- **Saturday, 1<sup>st</sup> – Concert at the Chatswood Concourse**
- **Saturday, 8<sup>th</sup> – Bunnings Sausage Sizzle at Seven Hills**

#### **OCTOBER, 2012**

- **Weekend 5-7 Coaching with Lynne Smith** (St. Joseph's)

#### **OCTOBER 27 – NOVEMBER 4, 2012**

- **International Competition, Denver**