

# 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

26<sup>th</sup> March, 2014

### MEMBER NEWS

Cathy Bartley would like someone to audit the CKC books. Previously, this has been done by someone in the chorus, or a friend or family member who has some expertise with auditing. This needs to be done before the AGM. If you are able to help, please see Cathy.

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.

Our “Friends and Family” afternoon has been cancelled. We are now having a dress rehearsal on 4<sup>th</sup> May (same day as before) but in the morning. We are starting at 9am sharp. We will now be in the Chapel as the Pacifica Room is booked. We will be doing a complete walk through so that new girls get a feel for what competition will be like.

If you would like to nominate for any of these positions on the Management Team please tell the Nominating Panel. The nominating panel is Lyn Howells, Alison Anderson and Lorraine Barlow.

The 25<sup>th</sup> Anniversary SSA medals have been ordered. I will be picking them up on the Thursday at the Convention. Hopefully, I will be able to put them into your Registration Package if you have ordered one.

# LADIES!!!

# YOUR CHORUS



It's that time of year again, ladies. The AGM is due to be held at the end of April and all seats on the Management Team will be declared vacant. We need **all** of you to seriously consider joining in and helping with the running of *your* Chorus. Being a MT member entails attending a Team meeting once a month, where you will have the opportunity to contribute to the running of the Chorus and learn new skills. You will never be asked to do something you are not considered able to do and there is always someone there to assist or support you if you need help. Please think it over and if you would like further information or wish to put yourself forward for election to the Team, see any current member of the Management Team or the Nominating Committee.

Lyn Howells, Alison Anderson, Lorraine Barlow  
Nominating Committee.

### **THOUGHT YOU MIGHT LIKE TO KNOW...**

The Order of Performance for the Convention has been published, and CKC is the last chorus to perform. We may not be able to see any of the other choruses but what a splendid opportunity to be fully prepared. We will be singing to a SELLOUT CROWD because everyone from the other choruses will be there. We have to think of ourselves as the PREMIER ACT and show everyone what we are capable of.

This week supper will be provided by Liz Van M. Iona, Roz B., and Lyn H. Hospitality is Iona and Inese.

Risers have to come down.

## DIARY DATES

### 2014

#### APRIL

Wednesday 23<sup>rd</sup> Faculty visit – Lea Baker

#### MAY

Sunday 4<sup>th</sup> Full dress rehearsal Arrival 9am sharp.

#### JUNE

Sunday 1<sup>st</sup> Sausage Sizzle – Seven Hills

Sunday 8<sup>th</sup> Sausage Sizzle – Castle Hill

Sunday 22<sup>nd</sup> 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.