

# Orange Male Voice Choir Inc

## Policy and Procedures Manual

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## Part A PERFORMING

### 1. Concerts

#### Presentation standards

We strive to meet the highest possible standards in performance, dress and decorum.

All choristers are expected to be capable of singing at a performance standard i.e. in tune, holding their part, without sheet music and with adequate vocal quality.

The Conductor will assess and place all prospective members in the appropriate section.

#### Music

We perform without music on most occasions. Folders may be used as a last resort by those requiring them.

#### Rehearsal attendance

Choristers are expected to attend rehearsals each Monday evening – it is recognised that choristers will have other commitments from time to time but the expectation is that choristers attend all scheduled rehearsals possible and will advise their Section Leaders when they expect to be absent.

Only choristers who have attended rehearsals regularly immediately prior to a concert performance would normally participate in that performance. There may be exceptions and these are to be determined on a case by case basis in advance of the concert by the Conductor.

#### Final rehearsal

Choristers will be notified of all arrangements at this rehearsal and reminded of their commitments to:

- \* The choir e.g. dress, punctuality, conduct
- \* Audience e.g. when not on stage and you are an audience member
- \* Guest artists e.g. paying attention to their performance
- \* Attendance at after-glows, barbecues etc.

#### Performance fees

- **Concerts by Invitation.** The Committee shall exercise its discretion either to set a minimum performance fee of \$500, or to negotiate a 50/50 split of the concert proceeds with the organisers. Normally it will ask for whichever is the higher. The prime criterion for the decision will be the Committee's perception of the host organisation, having regard to its location and likely means available both to meet the fee and make a worthwhile profit from the concert.
- **Charity Concerts.** We will negotiate an arrangement acceptable to our hosts involving a donation by OMVC to the charity concerned out of its income from the concert.
- **Shared Concerts.** Our policy is to share net concert proceeds with the other choir(s) equally. This will usually be calculated as being an equal share of the door takings less direct concert costs such as publicity/promotion, ticketing, venue hire and payments to guest artists.

#### Concert liaison

Conductor, Accompanist and Concert Liaison Officer (a member of the Management Committee) work in unison to organise and co-ordinate concerts in consultation with the Music Committee.

### **Concert checklists**

The Concert Liaison Officer will use the checklist (see Annexure B) to monitor arrangements prior to concert date.

### **OMVC Annual Concert**

The Choir will schedule the Annual Concert in the second half of the Year.

## **2. Conductor**

**Role.** The Conductor is responsible for:

- \* Determining repertoire
- \* Assessing prospective choristers and current members if required.
- \* Rehearsing the Choir.
- \* Maintaining choral quality.
- \* Devising concert programs in consultation with the Accompanist and Music Committee.
- \* Working with the Choir to appoint the Accompanist.

**Vacancy.** The Choir Members will appoint the Conductor when a vacancy occurs.

The selection process will be as follows:

- \* The Music Committee will identify and contact prospective candidates for the position.
- \* Interested candidates will be provided with information about the position and invited to audition at a rehearsal and teach the Choir a song.
- \* Following the audition(s), Choir members vote by secret ballot for a single applicant (regardless of the number of applicants). Appointment requires a 66% majority decision by members.
- \* The Music Committee and Management Committee will conjointly make the appointment if the ballot results in a majority less than 66%.
- \* The appointment will be made on a three (3) month probation after which time it may be made permanent.

## **3. Eisteddfods**

*In keeping with Section 1 (5)(e) of its Constitution, the Choir will participate in eisteddfods, of which the Orange Eisteddfod is its prime commitment.*

- Only those choristers at performance standard (as determined by the Conductor) will sing at eisteddfods.
- The 'Don Burn Memorial Shield' is sponsored by the Choir for presentation annually to the winner of the Sacred Choral section at the Orange Eisteddfod. The shield always remains with the Eisteddfod Committee. The cost of annual inscription will be met by the Choir.

## 4. Engagements

*As well as concert performances, the Choir may also agree to perform at weddings, funerals and community and charity events.*

*The Choir will waive its usual fee when it sings at a funeral or wedding of a chorister, their partner and members of their immediate family. A donation in these cases may be accepted. All other weddings or funerals are professional engagements and the Management Committee will determine the fee in each case. (AGM 2004, Amended motion)*

- Funerals. Only those choristers who have regularly been attending rehearsal will normally sing with the Choir at funerals. There may be exceptions and these are to be determined on a case by case basis by the Conductor. Members attending funerals where the Choir is singing but who have not been regularly attending rehearsal are expected to sit with the congregation and not with the Choir.
- Concerts. Where the OMVC is a guest of another organisation then publicity and organisation of performances are primarily the responsibility of the host organisation. However, in such situations the OMVC needs to be satisfied that adequate arrangements are being undertaken to ensure the success of the concert. Our Concert Liaison Officer and Publicity Officer will provide assistance and information as required in liaison with the organiser/s.

## 5. Publicity

A Publicity Officer will be appointed by the Management Committee.

The following directories include OMVC and require updating with any changes:

- \* Orange360
- \* Community register of the Orange City Council  
[http://www.orange.nsw.gov.au/y\\_commreg/pages/index.cfm](http://www.orange.nsw.gov.au/y_commreg/pages/index.cfm)
- \* Arts Out West. Cultural Directory. <http://www.artsoutwest.org.au/index.htm>

## 6. Rehearsals

- Rehearsals are held each Monday from 7.30 pm to 9.15 pm at Orange Regional Conservatorium.
- The rehearsal schedule usually ceases in December and usually resumes on the third Monday in mid-late January.
- A mid-year recess is taken in June or July.
- Additional rehearsals may be notified as required by the Conductor.
- Rehearsals are suspended on the Monday of long weekends, unless otherwise notified by the Conductor.
- The Conductor and Accompanist will stand aside from time to time to permit their respective deputies the opportunity to work with the Choir and maintain familiarity with the current repertoire.

## 7. Repertoire

The Choir's specific repertoire for any period will be determined by the Conductor. The Choir does not perform major works. Repertoire will usually be drawn from:

- \* Traditional Welsh choral items
- \* Opera
- \* Musicals
- \* Operetta
- \* Folk music
- \* Contemporary music.

## 8. Uniforms

*The Choir performs at all engagements in uniform, unless otherwise directed by the Conductor or Management Committee.*

*Jackets and ties remain the property of the OMVC and are hired by members at \$50 for both. This is a non-refundable and once only payment. Jackets and ties must be dry cleaned (at the member's expense) before return to the Choir. Name badges are purchased at OMVC's expense for new members. Members pay for any replacement badges.*

*The Management Committee may use its discretion to offer subsidised assistance for purchase of uniform items as it sees fit in specific cases.*

- The Wardrobe Manager shall keep a record of names of those to whom jackets and ties have been distributed. The return date of items is to be recorded.
- Any chorister who has ceased to be a member is to return his choir uniform jacket (dry-cleaned), tie, music folder and any other Choir property in good order.
- All other items of uniform are purchased by members and remain their personal property.
- The uniform items of past members may be passed to the Wardrobe Manager for use by future members. Borrowed items must be maintained in good order and dry cleaned and surrendered if the borrower resigns from the Choir.
- Changes to the uniform require the consent of a majority of current choir members.
- The President will advise whether a public appearance of the Choir is a formal or an informal occasion. For formal occasions, the uniform comprises Choir tie, jacket, charcoal or black trousers, plain white shirt, black shoes and black socks. There may be occasions when a change in uniform during a concert is anticipated by the Conductor and some flexibility in uniform composition will be necessary.
- Unless requested otherwise by the family, funerals will be considered formal occasions.

## **Part B MEMBER SERVICES**

### **1. Annual Dinner**

- The Annual Dinner will be arranged by the Management Committee.
- The dinner will normally be scheduled for the weekend immediately prior to the Annual General Meeting in February of each year.
- The Rowland Gregory Service Award is presented at the dinner.
- Patrons are invited as non-paying guests
- A checklist for the Annual Dinner is set out in Annexure A.

### **2. Life Members**

*Members with 20 years' active service with the Choir qualify as Life Members (Section 2 (4) (b) (i) Constitution).*

*Members with less than 20 years who have made notable and outstanding contributions (as determined by the Management Committee) and have been members for more than 10 years may also be considered for life membership (Section 2 (4) (b) (ii) of Constitution).*

- The Management Committee will determine an appropriate occasion for formal conferral of Life Membership in respect of each new Life Member.
- A life membership bar will be obtained for affixing to the member's name badge.

### **3. Orange Regional Conservatorium**

- ORC is the 'home' of the Choir.
- The Choir holds most weekly rehearsals at the Conservatorium but may occasionally rehearse at other venues (e.g. hotels) to increase awareness of the Choir.
- Keys and security code to the Conservatorium are to be held by a chorister and a deputy appointed by the Management Committee who are responsible for securing the premises after rehearsals and concerts. When neither one is available, alternative arrangements will be made in advance by them.
- When not rehearsing at ORC in any particular week, the Security Officer will notify the ORC administration.

## 4. Service Awards

*Rowland Gregory was essentially the foundation conductor of the Orange Male Voice Choir and led the choir for forty-four years. An award has been named in his honour and is presented each year in recognition of outstanding service.*

- The Rowland Gregory Service Award recipient is announced by the President at the Annual Dinner. The recipient is presented with a framed certificate acknowledging the occasion as well as a gift, currently a \$100 voucher. The intention of the award is to acknowledge and thank a chorister who has given outstanding voluntary service to the Choir over the previous 12 months, or alternatively, over an extended period of time.
- Individual Management Committee members nominate someone they feel is a worthy recipient of the Award. The process for doing so is to be as confidential as possible and the nomination is to be made directly to the President. The President is to confer in confidence with at least one other person on the Management Committee regarding the nominations received and the final decision rests with the President.
- The Committee may make other awards of appreciation, both to choristers and others, from time-to-time.

## 5. Social Activities

*The Choir is committed to fostering an interactive culture for the benefit and enjoyment of all its members.*

- The Social Activities Convenor will initiate a series of varied social activities each year, additional to the Annual Dinner, the Christmas party and post-concert gatherings.

## 6. Website and Social Media

*An official website is maintained for the information of all members, current and prospective, as well as for general promotion of the Choir. Social media platforms are maintained using Facebook and Instagram.*

- The Management Committee will determine how the website is to be hosted and will approve associated costs.
- A Webmaster will be appointed by the Management Committee for the purpose of maintaining the site and updating its content. At least one Assistant Webmaster will be appointed to help ensure currency of the site.
- Music clips. Sound and video clips (e.g. You Tube) can be valuable aids to learning. These may be added to the website only when authorised by the Conductor or his/her nominee.
- Facebook are kept up to date with choir information for purposes of promotion, marketing and ticket sales. The Management Committee will make appointments for the purpose of maintaining both.

## Part C ADMINISTRATION

### 1. Appointments

*The Management Committee will make or confirm appointments in the following positions at the first meeting each year following the Annual General Meeting and post them on the website:*

- Archivist
- Concert Liaison Officer
- Member Liaison Officer
- Music Purchase Officer
- Music Librarian and Assistant Music Librarian
- Name Badges Coordinator
- ORC Liaison
- ORC Security
- Publicity Officer
- Social Activities Convenor
- Section Leaders
- Special Project Group (if required)
- Stage Manager
- Wardrobe Manager
- Website and Social Media Team
- Welfare Officer

#### **Archivist**

See Section C 2 (Archives)

#### **Concert Liaison Officer**

Attends to the compilation of an appropriate task list (see Annexures) for delegating concert tasks, and oversees its implementation. Liaises on behalf of OMVC with appropriate representatives of concert venues and with collaborating choirs when joint engagements are planned and with organisers of other concerts at which OMVC is invited to perform.

#### **Member Liaison Officer**

The position was established in 2024 to aims to keep the Choir members informed by sharing duties traditionally undertaken by Secretary.

- Internal communications with members, former members, prospective members using the email address: [omvcmembersliaison@gmail.com](mailto:omvcmembersliaison@gmail.com) .
- Members Current Information page on website
- Members Register incl. Contact List on web, etc\*
- Support Section Leaders with prospective members and with attendance at rehearsals and performances.

- Maintain other internal membership documentation (including membership forms, proformas, etc.)

### **Music Purchase Officer**

The Conductor selects and orders all sheet music.

### **Music Librarian and Assistant Music Librarian**

See Part C 12 (Sheet Music Library)

### **Name Badges Co-ordinator**

Organises and orders name badges for choristers and partners.

### **ORC Liaison Officer**

Provides the link between Orange Regional Conservatorium and the Choir. This includes ensuring the Choir has access to the facility as required for Choir business and that bookings are correctly recorded for Choir events. Together with the President, maintains a close working relationship with ORC for mutual benefit.

### **ORC Security Officer (and Deputy)**

Take responsibility for keys and security codes and securing the building after OMVC use.

### **Publicity Officer**

Organises and manages, in a timely manner, the promotion of the Choir and publicises all functions and performances that involve the general public. This may include managing the printing and distribution of brochures, posters, and leaflets; organising and writing news releases, articles and advertisements for the print, radio and television media; arranging interviews; supplying photos and articles about other choirs and artists who share performances and maintaining a photographic record of all choir activities. Maintains close liaison with the Website and Social Media team. The Publicity Officer keeps custody of the choir banner.

### **Social Activities Convenor**

Schedules and co-ordinates a range of social activities throughout the year with the object of providing social opportunities for all members. If activities require it, a sub-committee will be appointed by the Convenor to assist with the organisation of events.

### **Section Leaders**

*The role of Section Leaders is to facilitate the smooth functioning of their sections. They are appointed by the Management Committee.*

Section Leaders will be responsible for the following matters:

- \* Rallying the section for performances, including those at short notice, e.g. funerals
- \* Monitoring attendance of section members, including reporting to the President for follow-up action such as health issues, hospitalisations, prolonged absences, and so on.
- \* Assisting both prospective and new members by:
  - welcoming them and introducing them to the Conductor, President, Music Librarian and members

- supplying them with all relevant information (Information for Prospective Members)
- collating their contact information and forwarding to the Secretary
- teaming them with a “buddy” in their section
- helping them maintain a folder of current sheet music
- seeing that they have a music folder
- consulting with the Conductor to allocate them to a section and assess their singing ability
- when the Conductor agrees, providing a membership application to complete and submit to the Secretary
- progressively completing the Checklist of Steps to Membership (see P&P Annex. L)
- introducing them to the Wardrobe Manager to facilitate the issue of uniform.

### **Special Project Groups**

From time-to-time the Management Committee may delegate authority to a working group to deal with the details and organisation of special events or major tasks (e.g. a tour). A Convenor and a deputy will be appointed at that time and will be responsible for regularly reporting to the Management Committee on progress and budgets. At least one member of the group will be a member of the Management Committee.

### **Stage Manager**

This position takes responsibility for the organisation of the choir members and all equipment in relation to performances. Concert duties are as follows:

- \* Arrange a team to set up, dismantle and return equipment as required e.g. piano, choir stands, banner, signage
- \* Piano. Check position on stage in consultation with Conductor and Accompanist and determine position of lid.
- \* Arrange pre-concert sound check and choir formation in consultation with Conductor.
- \* Uniform. Check prior to performance.
- \* Co-ordinate all aspects of movement of the Choir to and from the stage.
- \* Arrange seating on stage for those choristers requiring it.
- \* Maintain choir discipline e.g. during others’ performances.

### **Wardrobe Manager**

Maintains the stock of choir uniforms (jackets, shirts, ties, hats) and appropriate records of uniform items issued to all members.

### **Website and Social Media Team**

Headed by the Choir's Webmaster, members of the Team edit and updates content as required at timely intervals. Ongoing updates include meeting minutes, photos, promotion of concerts, calendar, current information for members and any changes to existing data as determined by the Management Committee.

**Welfare Officer**

Maintains communication with Section Leaders about choristers experiencing hardship of any kind and keeps the Choir informed of developments in relation to individuals. Liaises with the Secretary to forward cards (e.g. get well, sympathy) to members as appropriate.

**2. Archives**

The Management Committee appoints an Archivist annually to collect materials to add to the repository.

The Archivist collects and maintains all items throughout each year for filing in the archival repository at Orange City Library (e.g. photos, press clippings, printed concert programs, tour information, annual dinner programs, marketing and promotion publications and realia such as recorded music, uniforms, badges). Periodically encourages members to submit items for inclusion.

**3. Constitution**

- The master copy of the constitution is held by the Secretary.
- A copy of the Constitution is maintained on the Choir website for perusal by Choir members.

**4. Fundraising**

- The Management Committee will determine fundraising projects as required.
- Unless otherwise agreed to by the Management Committee, all funds raised will be applied specifically to the project for which the funding is required.
- Fundraising on behalf of the Choir is the responsibility of all members.

**5. Funds: Source and Use of**

*The Management Committee is responsible for the astute management of Choir funds.*

*The Committee is to aim to maintain in reserve sufficient funds to protect the organisation from reasonable risk and this is considered to be, as a minimum, the equivalent of one year of total expenditure by the Choir as determined in its annual budget.*

- The Management Committee is to consider the Choir budget for the forthcoming calendar year at its November meeting.
- The Choir charges its members two fees – an annual Membership fee and an annual Music & Service fee. These fees are due on 1 January and are set by the Management Committee prior to the end of the previous year, normally at its November meeting, and endorsed by members at the annual general meeting.
- Membership lapses if fees are not paid by 1 April.
- The Conductor and Accompanist pay a nominal Membership fee of \$2.00.

- The Deputy Conductor and Deputy Accompanist/s pay a nominal Membership fee of \$2.00.
- Funds raised from the Membership fee are to be used to meet expenses such as Choir registration and licence fees, organisation memberships, rehearsal venue hire, insurances and other member costs.
- Funds raised from the Music and Service fee are to be used to meet expenses such as music purchases, costs incurred by the Conductor and Accompanist (and Deputy Conductor and Deputy Accompanist), other rehearsal costs, postage, printing and other sundry member costs.
- Budgeting and financial reporting will differentiate income and expenses against these two main accounts.
- Signatories to the bank account are the President, Secretary and Hon. Treasurer. Two signatories are required for the authorisation of all transactions.
- **New members.**  
The fees for new members on joining the Choir are stated on the Membership Application Form (Annex I):

Note the one-off Uniform Hire fee of \$50 is also payable on joining (Jacket and ties remain property of OMVC):

## 6. Honorariums

*The honorariums may be regarded as a reward or gift to the recipients in recognition of their volunteered specialist skills and their time invested in the Choir. The honorariums neither establish nor incur obligations on the part of the Choir or the recipients. If honorariums are given, they may be granted only to the Conductor and the Accompanist. Members of the Management Committee are entitled to recoup out-of-pocket expenses only.*

- It is recognised that the Choir can only reach and perform to its optimum standard whilst ever it has the benefit of the specialist skills of the Conductor and Accompanist. i.e. 'to perform ... at the highest standard attainable' [Constitution Section 1 (5)(c)]. The honorariums, when given, are nominal recognition of these skills and their integral value to the Choir.
- Notwithstanding their obligation-free and non-compulsory nature, the honorariums also serve to assist the Choir in maintaining high calibre personnel in these key roles and to attract suitable replacements when required.
- In deciding the value of honorariums in any year the Management Committee may take into consideration any relevant factors such as membership dues collected, the relative numbers of performances and rehearsals taken by the Conductor and Accompanist (and those taken by their deputies), amounts paid in recent years and any external grant/s received primarily for the purposes of paying honorariums. The Conductor and Accompanist are to leave the room when this matter is being discussed by the Committee and whenever it is considered by members.
  - The Management Committee will decide on the value of honorariums at its November budget meeting, having informed members of the factors to be considered and invited comments at rehearsal and by email at least 14 days beforehand. The honorariums will be announced at the Annual General Meeting.

## 7. Patrons

- Patrons may be appointed by the Choir to serve its interests.
- Patrons will only be appointed at the Choir's invitation. All patrons will be appointed for a period of 12 months at the AGM.
- Patrons are key supporters of the Choir.
- They are to be personally contacted and informed about significant Choir activities such as local concerts and the Annual Dinner. Patrons are non-paying guests.

## 8. Sponsors

- Individuals and businesses in Orange and district may be invited to become Sponsors of the Choir for a fiscal year (ie July to June).
- The Management Committee will decide on the categories of sponsorship to be offered (eg Principal, Major, Sponsor) and the number of sponsors in each category.
- The reciprocal commitments regarding cost, payment and promotion will be outlined in each year's particular *Invitation to Become a Sponsor*.
- Note that, although OMVC is a registered charity, "donations" *per se* are not tax deductible.

## 9. Policies and Procedures

- The Secretary will maintain an up-to-date manual of policies and procedures.
- A copy of the Policy & Procedures Manual will be made available to all choristers on the choir website.
- All proposals for alterations and additions to the Policy and Procedures Manual must be put to the Management Committee for its consideration and determination. Items to be considered by the Management Committee should be given to the Secretary.

## 10. Records

- The Secretary holds a register of all members, as required under Section 7 (1) of the Constitution.
- The Secretary prepares and maintains Management Committee meeting minutes. Minutes are loaded to the Choir's website. Past meeting minutes are archived for five years.
- Master copies of the Constitution, the Policy and Procedures Manual and the database of members are held by the Secretary.

## 11. Recruitment

*The Choir welcomes new singers to its ranks at any time. The recruitment of new members is the responsibility of all members. It is the responsibility of all to make the potential new member feel comfortable and welcome and to assist him to enjoy his contact.*

- When a chorister brings a potential new member to rehearsal for the first time, prior to rehearsal commencing he should introduce that person to the Conductor, President and Music

Librarian. At the commencement of rehearsal, the hosting chorister will be invited to welcome the potential new member to the Choir as a whole. Where possible the hosting chorister should arrange to collect the potential new member from his residence and accompany him to rehearsal.

- If a potential new member arrives at rehearsal without a chorister bringing him then the first chorister to encounter him should direct him to the President who will then introduce him to the Conductor and the Music Librarian.
- Section Leaders are responsible for ensuring that prospective members are assisted through all stages, from being welcomed on their reception through to taking their place in the Choir as full members. (See Annexure H. Checklist to Membership for Prospective Members). The checklist is the Section Leaders' guide to ensuring all stages are acted on in a timely way.
- The Section Leader, in consultation with the Secretary, will provide prospective members with an information sheet about the Choir and membership, a membership application form and details of website login.

## 12. Leave

Members granted leave may retain their uniform for 12 months, after which it must be returned if the member decides to not re-join the Choir. Fees will be waived for this 12 month period of absence. The Executive may use its discretion in deciding cases where a longer period of absence is applied for.

## 13. Sheet Music Library

- All sheet music will be maintained by the Music Librarian and Assistant Music Librarian, who will be appointed by the Management Committee.
- The Music Librarian and Section Leaders will issue choristers with sheet music within their sections.
- The Music Librarian will prepare two spare folders of current repertoire for distribution to visitors or prospective members at rehearsals. These are to be readily available at each rehearsal for visitors and are to be collected again at the end of the rehearsal.
- Choristers must surrender all music on leaving the Choir. Choristers may be invoiced for unreturned/lost music.

## 14. Travel and Tours

*Choir policy is to take part in concert tours, including tours outside Australia. (Section 1 (5) (f) of the Constitution. Definitions & Objects)*

*Choir members may be subsidised for a portion of their personal travel expenses.*

- To receive subsidies, choristers should be active participants in both fund-raising and in choir rehearsals and performances, before and after the travel.
- The Management Committee may withhold subsidies from choristers who do not contribute to fundraising activities and rehearsals.

- In the case of national and international tours, the subsidy will be determined by the Management Committee according to funds available to the Choir at the time.
- Members will make their own arrangements for travel to regional concerts unless the Choir organises group travel. Members are encouraged to car-pool and cost-share as appropriate.
- For travel involving one or more overnight stays reimburse the Music Director and Accompanist actual costs for transport and accommodation that are reasonable and commensurate with choristers' actual costs.
- On occasions where OMVC subsidises other travel costs (e.g. meals, car use), the Conductor, Accompanist and choristers will receive the same subsidy.

## **15. Complaints**

Any member with a complaint should speak with a member of the Management Committee in the first instance with a view to having the complaint answered or resolved. If not resolved, the member will be advised to submit a signed and dated complaint in writing to the Management Committee via the Secretary. The policy and process for unresolved grievances is set out in the OMVC Grievance Policy (Annexure G).

## **Part D ANNEXURES**

## **Annexure A. Annual Dinner Checklist**

- Venue booking
- Caterers
- Notice to members and friends of the Choir
- MC for evening
- Talk by Conductor on the past and coming year.
- Guest Speaker/Performer
- Rowland Gregory Service Award
- Table decorations, linen, setting up
- Equipment e.g. microphone
- Invitations to Patrons and Sponsors as non-paying guests.

## **Annexure B. Concert Checklist**

The Music Committee (which includes the M.D., Accompanist and Concert Liaison Officer) is responsible for planning and overseeing concerts. As far as possible tasks will be delegated to encourage a shared responsibility for mounting concerts.

### **Pre-concert**

9. Venue & Time
10. Concert title
11. Prepare preliminary budget
12. Decisions
  - \* Printed programs
  - \* Ticket prices
  - \* Compere
  - \* Guest artist/s
  - \* Repertoire
  - \* Concert format
  - \* Fundraising (e.g. auction, raffles, CDs)
  - \* Presentation gifts
  - \* Uniform
  - \* Keyboard or piano?
  - \* Sound system
  - \* Refreshments
13. Set up ticketing
14. Publicity & promotion
15. Task Sheet (to assign responsibilities)
16. Briefing of choristers
17. Contact sponsors & patrons. Arrange guest tickets

### **Concert Day**

- Risers
- Transport keyboard
- Banner
- Sound check
- Door tickets

Additional planning and decisions will be required when hosting others or touring e.g.

- Hosting visitors: MD liaison, arrange meet & greet, local tours, social activities and so on.
- Touring: Liaising with organisers, travel, accommodation etc.

## **Annexure C. Perpetual Annual Diary**

### **January**

- Formally invite Mgt Ctee nominations and give Notice of AGM as per Constitution (Ref Annex J)
- Resume rehearsals prior to Australia Day.

### **February**

- Annual Dinner
- Annual General Meeting
- Dept. of Fair Trading. Advise any changes to constitution made at AGM and submit financial report
- Committee. Make Appointments (see P & P Manual s.2)
- Website. Update with all new committee and other appointments made
- Pay ORC for annual hire of auditorium for rehearsals
- Orange City Life newspaper. Change contact details if required
- Policy & Procedures Manual.
- Prepare and submit Community Grants application to Orange City Council (ascertain closing date in February)
- Prepare music folder with repertoire for Deputy Accompanist
- Publicity Officer to update all entries in community directories (Part A. Section 5 Publicity)
- Publicity Officer to update our details with Australian Charities & Not for Profits Commission (ACNC)

### **March**

- Deputy Concert Accompanist. Update repertoire folder
- Remind members that memberships lapse if fees unpaid by 1<sup>st</sup> April [Constitution S. 4 (d)]
- Section Leaders. Brief on duties. Identify for choir members and acquaint members with the roles of each.

### **May**

- Set dates for Winter recess.

### **June**

- Orange City Eisteddfod. Syllabus and entry

**August**

- Orange City Eisteddfod participation

**September**

- Orange City Eisteddfod. Engrave any trophy/trophies won and return to Eisteddfod Committee

**October**

- Honorariums. Provide members with information and invite comments ahead of November budget meeting (P & P Manual s. 28)
- Deceased Life Members. Contact spouses of those who have died during the year inviting them to become a *Friend of OMVC*

**November**

- Budget meeting, incl. consideration of grant applications (e.g. OCC)
- Identify new Life Members for new year
- Set dates for new year (AGM, Annual Dinner)
- Committee to consider submissions for R.G. Service Award
- Christmas Party. Claim the date.
- Annual Dinner. Appoint organiser. Book venue. Commence organisation

**December**

- Send out notices, invitations, etc as in Annexure A.
- AGM. Prepare formal notices of motion from management committee for inclusion in fees and calendar email. (see Annexure F)
- Pay hire fee for ORC Auditorium
- Seek confirmation of participation in Australia Day Ceremony.
- WWC Register. Audit currency of all members' registrations.

## Annexure D. Special Project Groups

Events such as major concerts and workshops may be best planned by a special project group that is appointed by and reports regularly to the Management Committee. Based on experience from planning the 90<sup>th</sup> Anniversary in 2016 it is recommended that special project groups operate under these guidelines:

- Clearly identify and assign responsibilities to individual members for key roles (and handover of responsibility during absences), including
  - convenor and deputy
  - performances and music
  - publicity
  - communication with other choirs
  - catering
  - social program(s) and
  - registration and communication with individual participants.
  
- Meet in-person to tap group-thinking and support; monthly in the early planning period then fortnightly in the last 2 months.
  
- Use a special bank account for all income and expenditure pertaining to the event.
  
- Commitments to spending over \$500 must be approved beforehand by the Management Committee executive.
  
- Maintain and circulate among the group a detailed and updated task/responsibility list, with version control using initial and date of updates, for instance:

PLANNING TASK LIST			Latest update by XY on dd/mm/yy	
Task	Coordinator	Team	Liaise with	By when?

- Where individuals register for an event, establish a master register with
  - full names,
  - contact details,
  - statement of age (ie under or over 18yo)
  - payments,
  - food preferences,
  - permission to take and use photos, etc.

## **Annexure E.          Membership Application Form**

To retain formatting, this three-page form is maintained and updated separately in Word by the Secretary.

It is distributed to Section Leaders and posted on the Members Resources section of the website as a PDF.

## Annexure F. Proforma Email re Coming Year

Dear Choristers

It is time to renew your membership for 20xx. Other important details and dates are also included in this message.

### Fees

The fees for 20xx are \$xx (comprising Annual Membership \$xx and the Music & Service Fee \$xx) and are due on xx/xx/xx. No further charge is required for your wife/partner whose associate membership is included in your membership fee. Members are reminded that, under our constitution, memberships which remain unpaid on 1/4/20xx are deemed to have ceased.

### Payment

You can pay in any one of three ways:

- By EFT preferably: make your payment by electronic funds transfer to the OMVC account at the Orange Credit Union (BSB 802 129; account number 100030358). In the description box please put your surname and purpose (e.g. Bloggs m'ship)
- In person: By cash or cheque *in an envelope* clearly marked with your name and labelled "20xx membership" and handed to our Treasurer, *(Insert name)*.
- By mail: post your cheque to The Treasurer OMVC, PO Box 2310, Orange 2800, or

### Contact details

If your address, phone or email address has changed in the last 12 months please let me know your current contact details.

### Christmas Party

All members and their partners are reminded of the Choir's Christmas Party to be held at xxx on dd/mm/yyyy, at xxx pm.

### First rehearsal

The first rehearsal for 20xx will be held at the Orange Regional Conservatorium in Hill St on Monday, January xx. Please arrive by 7:15pm, ready to start singing at 7:30pm

### First engagement

We will be singing at Cook Park on Australia Day, 26 January 20xx, wearing xxxx, charcoal trousers and hat. Please arrive by xx am.

### Annual Dinner

The date for this is dd/mm/yyyy. The venue is xxx and time is xxx. Cost for the dinner is \$xxx. *(Insert details of dinner and payment arrangements)* Please advise me of your attendance/NUMBERS AND PAY AS ABOVE

### AGM

The Annual General Meeting is scheduled for Monday, dd/mm/yyyy and will include the election of the 20xx Executive and Committee. A nomination form is attached and I will bring hard copies to the first rehearsal. The closing date for nominations will be the rehearsal on Monday, dd/mm/yyyy

### **Motions for the AGM**

The Constitution specifies that any financial member putting forward notices of motion must have these to the Secretary no later than three weeks prior to the AGM, that is by Monday, dd/mm/yyyy. All motions must have a seconder. Please note that motions without the required notice and format cannot be accepted from the floor at the meeting.

Yours in *Friendship through Song*,

XXX  
Secretary, OMVC

## Annexure G. OMVC Grievance Policy

*Disagreements and disputes arise from time to time between people in an organisation. Individuals are encouraged to act early to resolve them directly and in-person with one another.*

*This policy sets out the formal process to resolve disputes within a period of three months. OMVC recognises the importance of fairness, confidentiality, transparency and efficiency in the resolution of disputes.*

### **First steps to formally resolve the dispute if unresolved directly by the party/parties concerned.**

1. The **complainant** informs the Secretary in writing of the grievance providing full details (issue, dates, steps already taken to resolve it etc.)
2. The **Secretary** convenes a meeting of at least three members of the Executive (excluding the respondent). The **Executive** assesses the issue and decides if it is to be dealt with formally or dismissed (e.g. if it is considered to be of a trivial nature or that the complainant has not yet taken appropriate steps to resolve the dispute informally).
3. If the matter is to proceed, the **Secretary** furnishes the person(s) about whom the complaint has been made (the respondent/s) with a copy of the complaint.
4. A **Grievance Sub-Committee** is established to investigate the dispute.

### **Grievance Sub-Committee**

1. The Grievance Sub-Committee (a Section Leader, an impartial choir member and an impartial member of Management Committee {convenor}) shall be appointed by the Management Committee.
2. The Sub-Committee shall meet with the complainant and respondent (within ten days of the respondent receiving notice of the complaint) to resolve the matter.
3. At the conclusion of its investigation, the Grievance Sub-Committee shall submit a written report to the Management Committee with any relevant recommendations.
4. The Management Committee shall consider the report and act as it sees fit.
5. The parties concerned shall be advised in writing by the Secretary of the outcome of the process.
6. Depending on the circumstances, the President may inform members of the outcome.

OMVC's constitution (Section 10. Resolution of Disputes) sets out the process to be set in train when matters remain unresolved after a period of three months.

## Annexure H. Checklist to Membership for Prospective Choristers

Name: \_\_\_\_\_

<b>ACTION</b>	<b>ARRANGED BY</b>	<b>INFORMATION CIRCULATED TO</b>	<b>DATE</b>
<b>INTRODUCTION to Choir</b>	Introducing member		
<b>SECTION allocated</b>	Conductor	Sec, Lib, Section L	
<b>BUDDY allocated</b>	Conductor, S. Leader		
<b>INFORMATION PACK ISSUED.</b>	S. Leader, Secretary		
<b>MUSIC FOLDER issued by Librarian</b>	Librarian, S. Leader		
<b>MONITORED for appropriate section</b>	Conductor		
<b>AUDITION material agreed. Date set.</b>	Conductor	Prospective Member	
<b>AUDITIONED</b>	Conductor		
<b>AUDITION OUTCOME</b>	Conductor		
<b>FEES CALCULATED</b>	Treasurer	Prospective Member	
<b>MEMBERSHIP APPLICATION FORM</b>	Secretary, S. Leader		
<b>APPLICATION SUBMITTED</b>	Secretary	Prospective Member, S. Leader	
<b>FEES PAID</b>	Prospective Member	Secretary, Name Badges Co-ordinator	
<b>NAME BADGES ORDERED</b>	Name Badges Co-ordinator		
<b>UNIFORM ISSUED (\$50 FEE REQUIRED)</b>	Treasurer, Wardrobe Manager		
<b>INDUCTION at next concert</b>	President		
<b>CHECK LIST FOR RECORD KEEPING:</b> Master Register WWC Email List Whole Choir List Birthday List	Secretary		

## Annexure I. Child Protection

### Outcomes

- Children can feel and be safe within the environment of OMVC.
- Members understand their duty of care to children in the choir environment.
- OMVC is demonstrably meeting its responsibilities under the *Child Protection Act (Working with Children) 2012*.
- Reasonable suspicion of abuse is reported promptly.
- The likelihood of unfounded accusations of child abuse about members is minimised.

### Background

The following information was sourced from the website of the Office of the Children's Guardian:  
<http://www.kidsguardian.nsw.gov.au/working-with-children> (1 Aug 2016).

The *Working With Children Check (WWCC)* scheme commenced in June 2013 to comply with the *Child Protection Act (Working with Children) 2012*. Children are defined as being under 18yo.

A WWCC is a requirement for **people who work or volunteer in child-related work**. It involves a national criminal history check and a review of findings of workplace misconduct.

The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

People who had been checked under the system that was in place before 15 June 2013, will not have a WWCC number and will need to apply for one. WWCCs for volunteers are free of charge.

A **volunteer organisation** must keep records, including the members' WWCC numbers, the dates the numbers expire and the date the organisation verified them.

Many people find it difficult to raise a **concern or a problem** about the organisation they are involved in, particularly children who are often reluctant to complain and may feel powerless. A well-defined incident/concern reporting and management arrangement should make it clear that a child can approach any person in the organisation to express concerns about their treatment and they will be taken seriously. It should also inform employees and volunteers about whom they can approach to express concerns.

OMVC is not a mandatory reporting body, however **anyone who has reasonable grounds to suspect that a child or young person is at risk of being neglected or physically, sexually or emotionally abused** should make a report to the Child Protection Helpline. Allegations of child abuse must be handled by a professional. Call Family and Community Services Helpline on 132111 (24 hours a day, 7 days a week) if you suspect child abuse. Also, confidentially advise either the OMVC President, Vice-President or Secretary.

## Objective

Members and OMVC management understand and comply with their responsibilities under *Child Protection Act (Working with Children) 2012*.

## Policy and Procedures

### 1. Members

- a. All members are strongly encouraged to have a current WWCC.
- b. A current WWCC is a requirement for the
  - i. Conductor
  - ii. Accompanist
  - iii. Management Committee members
  - iv. Section Leaders and
  - v. Mentors or “buddies” for boys in the choir.
- c. Adult members regularly transporting a boy to and/or from choir rehearsals, performances or other choir events (or having a similar responsibility for a boy) will have both a current WWCC and the written permission of at least one parent or guardian.
- d. On occasions where adult members accompany a boy to choir events in a vehicle, two adults will have a current WWCC or where there are two or more boys, one adult holding a current WWCC may accompany them.

### 2. OMVC

- a. is registered as a “volunteer organisation” under the scheme.
- b. OMVC maintains a register of members’ current WWCC numbers as required by the scheme.
- c. The Vice-President of OMVC manages and monitors the register, verifies members’ WWCCs on-line and confidentially notifies the President if people in any of the positions in section 1b) above are held by people without a WWCC clearance.
- d. OMVC appoints an individual Mentor or “buddy” to each boy in the choir.
- e. OMVC registers the President and Secretary in any year as the people to be contacted by the Office of the Children’s Guardian about any confidential or legal matters.
- f. OMVC will advise any person who complains about a member’s behaviour in relation to abuse of children to contact the *Child Protection Helpline* (132111).
- g. OMVC will advise the *Child Protection Helpline* when a member is reasonably suspected of neglecting or physically, sexually or emotionally abusing a child.

For further information, Fact Sheets and Resources>Employers Resources.

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/resources>.

## **Annexure J.      Respiratory Infection Mitigation Policy**

OMVC maintains a separate Respiratory Infection Mitigation Policy.

An up-to-date copy is available to members on the Current Information page of the Choir website.