

East Malling Singers

Committee Handbook



March 2021

To be reviewed in March 2022

East Malling Singers

Committee Handbook

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Introduction

East Malling Singers is a community of choral music lovers which presents varied concerts that include favourite works and also introduces lesser-known music. We perform unaccompanied as well as work with guest accompanists, orchestras and solo singers and instrumentalists.

We are proud of our community atmosphere and enjoy social events as well as music-making together.

We are committed to:

- a high standard of performance by providing opportunities for members to develop their musical skills through music classes and vocal training as well as rehearsals that challenge and inspire;
- sharing our love of music with as many people as possible through sell-out performances in a relaxed and friendly, but professional atmosphere;
- the future of the choir and working to maintain musical and financial viability;
- efficient choir management and effective communication between the committee and the membership.

The Committee of East Malling Singers is responsible for all aspects of the management of the choir. The team elected by and from the membership meets approximately five times per year. It organises concerts and social events and is responsible for appointing a Music Director and the members of the Committee are charity trustees.

This document outlines the responsibilities of each member of the committee. Its purpose is to help efficient running of the choir by ensuring that everyone on the team is aware of their role. This is particularly important when a new member joins the committee or when tasks need to be delegated to another on a temporary basis.

There are three sections to this document. Section I lists the members of the committee and identifies their roles. Section II lists miscellaneous tasks which are not allocated to specific committee members but are shared amongst the whole membership. Section III contains supporting information such as contact details.

Section I

Members of the Committee

Chair

The Chair is ultimately responsible for everything that the choir does. The buck stops with the Chair; the brickbats and the bouquets have the Chair's name on them.

The Chair's range of activities is so wide that it cannot be described in detail. Therefore, it should not be prescribed. More than any other office, it has to adapt to immediate needs.

The Chair should be easily identifiable, ready for anything: at meetings the pivot of all activity; at concerts near the entrance to be the first to greet members of the audience, and later moving among them.

The Chair should make sure that other officers get things done within the choir's Constitution, and in their own ways. The Chair should delegate to them as many jobs as possible. In turn, the Chair should make sure that committee members shed as many minor jobs as possible to 'the floor' to prevent members from feeling left out.

The Chair should take the lead in planning for the future, making contacts, warning, guiding, fostering and tending ideas, and holding everything together with amity.

The Chair is a bank signatory.

General

- Preside over the committee to ensure that other officers get things done within the choir's Constitution.
- Supply vision and imagination, normally working closely with the Music Director and the other executive officers (Treasurer and Secretary).
- Take the Chair at meetings, within which: to ensure orderly conduct; fair and appropriate opportunity for all to contribute; suitable time allocation per item; determining order of agenda; directing discussion towards consensus; clarifying and summing up actions and policies.
- Play a leading part in determining composition of committees and sub-committees, steering groups, etc, so as to achieve harmony and effectiveness. This includes recruitment of Music Director when necessary (Secretary holds choir's MD recruitment procedure).
- Take decisions as delegated by the committee and where required Chair sub-committee meetings.
- Schedule a general meeting between September and February (ie within 6 months of the end of the choir's financial year). Secretary holds General Meeting documents (template agenda, notification to membership, meeting procedure).
- Write letters of thanks to retiring committee members.
- Act as the choir's representative in its dealings with the outside world.
- Maintain and develop the choir's culture, values and reputation, both in the world of amateur choirs and with the choir's members, patrons, sponsors, advertisers, audiences and regulatory/official bodies.

- Seek opportunities for the choir to perform at other venues and explore such possibilities by making tentative approaches and enquiries.
- Be aware of seminars and events that may be of use to the choir and attend or appoint somebody else to attend.
- Greet members of the audience at the entrance to concerts and later move among them, especially the patrons, expressing appreciation of their support and being available to listen to suggestions and complaints.
- Speak to the audience as a whole if and when a need arises.
- Make general announcements to membership at weekly rehearsals as required.
- Conduct occasional surveys of members and audience preferences by means of questionnaire, analyse the findings and report these to the committee.
- Keep a record of any expenses and submit this to the Treasurer.

For committee meetings

- **by 2 weeks before**
 - Submit any items for inclusion on agenda to Secretary and liaise with Secretary to determine order.
- **by 1 week before**
 - Receive agenda from Secretary and consider items to be discussed.
- **at meeting**
 - Attend meeting (if unable to attend either appoint someone to Chair the meeting or reschedule the meeting as appropriate);
 - Chair meeting;
 - Report to meeting as necessary.
- **by 1 week after meeting**
 - Receive minutes from secretary, check and return.

For general meetings (AGM/EGM)

- **by committee meeting before AGM**
 - Present draft of annual report.
- **by 3 weeks before**
 - Prepare agenda with Secretary.
- **at meeting**
 - Chair meeting (handing over to Honorary Secretary during the election/ re-election of Chair at AGM);
 - Present annual report to the AGM.

Music Director

The Music Director has ultimate artistic control of the choir with responsibility to stimulate and inspire the choir to reach a high standard of performance within a broad repertoire.

The Music Director works with the committee to set the programme of rehearsals and concerts for the choir. The Music Director will collect repertoire suggestions from choir members and take these into account when proposing programmes to the committee. Programmes are agreed by the committee, taking into account other concerts in the area and avoiding repeating major works from EMS programmes of the previous 7 years.

The Music Director works with the Publicity Officer to ensure they have all information needed for effective publicity. This includes writing the first draft of text for the next season's brochure and providing names, biographical notes and photographs of hired musicians (and conductor) for press releases.

The Music Director works with the Librarian, supplying them with all details (including choice of edition) needed to source music for the rehearsals and performances.

The Music Director works with the Concert Manager to organise the arrangement of seating for each concert. This will vary depending on the number of singers as well as factors such as soloists and orchestra.

The Music Director has responsibility for the musical development of the choir. This is partly through selection of appropriate material for performance and through the nature of rehearsals, but also through managing EMS's musical development programme (to include: theory, aural, singing coaching, sight reading classes, small ensemble singing).

The Music Director is responsible for preparing the choir for each concert through effective rehearsals. Some idea of what is going to be covered in the next rehearsal should be announced so that members may practise in advance. Notes should be taken about what has been rehearsed so that members may catch up with what they have missed. Where possible, translations and pronunciation guides for foreign texts should be supplied to the choir. Sectional rehearsals may be organised by the Music Director as required, to be taken by them or by another who they appoint. Concert-day rehearsals are normally 2-5 pm for the choir, with any instrumental/soloist rehearsals finishing by 6.15.

The Music Director is also responsible for hiring other musicians as required. This could include accompanists, soloists, orchestras and ensembles for concerts and accompanists where necessary for rehearsals. The Music Director is responsible for appointing a suitable replacement if they are to be absent for a scheduled rehearsal.

For terms of appointment see Appendix A.

General

- Supply the Chair and Publicity Officer with updates to biographical notes.
- Read all press releases before they go out.
- Keep a record of any expenses and submit this to the Treasurer.

For the concert season

- **by end of October**
 - Initial ideas for the programme for the next season to the committee
- **by end of February**
 - Finalise concert dates and programme with committee.
- **by end of April**
 - provide text for next season's promotional brochure

For the rehearsal period

- **by six months before first rehearsal**
 - Research and decide editions and then liaise with Librarian to order them;
 - Advise Librarian if any music not required for first few rehearsals.
- **by first rehearsal**
 - Plan overall rehearsal schedule – including any notes to give out.
- **by each rehearsal**
 - Update rehearsal plan;
 - Book accompanist / vocal coach where appropriate;
 - Seating plan where appropriate.

For concerts

- **by 8 weeks before**
 - Hire musicians – obtain postal/email address and contact phone number.
- **by 6 weeks before**
 - Obtain biographical notes from hired musicians and pass to Publicity Officer.
- **by 3 weeks before**
 - Finalise programme details and supply to person producing the programme;
 - Liaise with Concert Manager to arrange the seating plan.
 - Organise page turner for piano/organ where necessary.

For committee meetings

- **by 2 weeks before**
 - Submit any items for inclusion on agenda to Secretary.
- **by 1 week before**
 - Receive agenda from Secretary and consider items for discussion.
- **at meeting**
 - Attend meeting (informing Secretary or Chair as soon as possible if unable to attend);
 - Report to committee as necessary.

For general meetings

Present report to the AGM.

Honorary Treasurer

The Honorary Treasurer is responsible for all matters pertaining to the finances of the choir.

The EMS financial year is from 1st September to 31st August.

General

- Pay into bank account:
 - Members' subscriptions;
 - Patrons' subscriptions;
 - Proceeds of:
 - Fundraising events;
 - Sale of music;
 - Rehearsal refreshments;
 - All concert receipts.
- Make payments by cheque or bank transfer for:
 - MD rehearsal fees;
 - Rehearsal accompanist;
 - Making Music membership, insurance, PRS fees;
 - Purchase of music;
 - Committee members' expenses;
 - Concert expenses.
- Payments in cash:
 - Rehearsal refreshment expenses
- Provide float for concert ticket desk and raffle.
- Submit a claim to HMRC for Gift Aid tax refund.
- Keep proper records of all financial transactions.

For the concert season

- **by end of September**
 - Prepare draft budget for the next season to aid selection of works.
- **by end of November**
 - Complete the annual return to Making Music
- **by end of January after AGM**
 - Complete the annual return to the Charity Commission.
- **by end of February**
 - Finalise budget with committee including fundraising requirements.

For committee meetings

2 weeks before committee meeting:

- Submit any items for inclusion in agenda to secretary.

Committee meeting:

- Attend meeting (informing Secretary or Chair beforehand if unable to attend);
- Report to committee as required.

For AGMs

- **by committee meeting before AGM**
 - Prepare the annual accounts on a receipts and payments basis, in accordance with the requirements of the Charities Act;
 - Present the annual financial report.
- **by 2 weeks before**
 - Submit the accounts and all necessary records for independent inspection.
 - Distribute the annual financial report to members by email or hard copy
- **at meeting**
 - Attend meeting (informing Secretary or Chair as soon as possible if unable to attend);
 - Present the accounts and financial statements.

Honorary Secretary

The Honorary Secretary is responsible for any general communications between the choir, committee members, Music Director and various points of contact outside the choir, including Making Music.

The Honorary Secretary is responsible for maintaining a database of Patrons and a mailing list, and collecting donations as and when necessary.

The Honorary Secretary is a member of the brochure group, and a bank signatory.

For a list of contact details see Appendix B.

For the concert season

- **by first rehearsal**
 - Co-ordinate production and distribution of the 'Dates for your Diary' information sheet;
 - Send annual 'thank you' letter to patrons with renewal invitation and forthcoming season's brochure
- **by end of May**
 - Work with brochure group to finalise season brochure.
- **by 4 weeks before last rehearsal of season**
 - Co-ordinate organisation of the annual meal
- **by 2 weeks before Christmas concert**
 - Send Christmas cards to the patrons

For committee meetings

- **by 2 weeks before**
 - Gather items for agenda from members and liaise with Chair to determine order.
- **by 1 week before**
 - Produce and distribute agenda to committee members;
 - Consider items on the agenda for discussion at the meeting.
- **at meeting**
 - Attend meeting (if not able to attend arrange for someone to take minutes);
 - Report to committee as necessary;
 - Take minutes including noting action points for each member.
- **by 1 week after**
 - Send draft minutes to Chair for checking.
- **by 2 weeks after**
 - Receive approved minutes from Chair, amend as necessary and distribute to committee members (email or hard copy as required).

For general meetings

- **by 3 weeks before**
 - Prepare agenda with Chair;
 - Distribute agenda to membership with Notice of General Meeting, minutes of last meeting and committee nomination form where appropriate;

- Write to patrons inviting them to AGM including an agenda and minutes of the last AGM.
- **at meeting**
 - Inform meeting of apologies for absence;
 - Minute meeting;
 - Chair meeting during election/re-election of Chair.
- **by 1 week after**
 - Distribute minutes via email or hard copy as required.

General

- Co-ordinate updates and amendments (being completed by members of the choir) to 'Dates for your Diary' and arrange distribution when necessary.
- Produce and display tea/coffee rota, asking for volunteers as required.
- Maintain choir documents:
 - Committee handbook (this document);
 - Members' Pack;
 - Constitution (see Appendix G);
 - MD recruitment procedure;
- Maintain list of miscellaneous tasks and inform committee of recruitment needs.
- Keep a record of any expenses and submit this to the Treasurer.
- Keep archive of committee minutes.

Publicity Officer

The Publicity Officer is responsible for all matters relating to publicity for the choir including brochures, handbills, posters, photographs, press releases and online. The Publicity Officer maintains a list of places and publications and is always on the lookout for new opportunities. They maintain a list of poster locations and who has agreed to display posters in those locations.

Copies of articles written by the Publicity Officer are reviewed by the Chair and Music Director before being sent to the press.

The Publicity Officer is a member of the brochure group.

For a list of contact details see Appendix C.

For the concert season

- **by end of October**
 - Submit spring concert details to the Making Music website.
- **by end of February**
 - Submit summer concert details to the Making Music website.
- **by end of April**
 - Set up brochure group and dates for meetings.
- **by end of May**
 - Work with brochure sub-committee to finalise next season's brochure.
- **by end of June**
 - Submit autumn and Christmas concert details to the Making Music website.

For concerts

- **by 10 weeks before**
 - Check editorial closing dates. Plan timetable for submission of adverts and publicity.
- **by 8 weeks before**
 - Obtain soloists' names from Music Director;
 - Prepare small ads and poster-style ads. Submit any that require 2 months' notice;
 - Continue to submit ads several days before their closing date;
 - Prepare draft posters/handbills. Liaise with Music Director and other committee members for approval and proof reading.
- **by 6 weeks before**
 - Organise duplication and distribution of posters/handbills;
 - Obtain biographies and photographs of soloists;
- **by 5 weeks before**
 - Prepare written copy and photographs for submission to *Kent Messenger*, *Adscene* and *Courier*.

- **by 4 weeks before**
 - Submit copy to *Adscene* and *Courier* (email);
 - Send letter to *Radio Kent*.
- **by 3 weeks before**
 - Submit copy to *Kent Messenger* “Going Out” and “What’s On”.
- **by 2 weeks before**
 - Submit brief details to *Kent Messenger* “Community News” and “listings”.
- **by 1 week before**
 - Print tickets for the following concert to be available at the current concert.

For committee meetings

- **by 2 weeks before**
 - Submit any items for inclusion on agenda to Secretary.
- **by 1 week before**
 - Receive agenda from Secretary and consider items for discussion.
- **at meeting**
 - Attend meeting (informing Secretary or Chair as soon as possible if unable to attend);
 - Report to committee as necessary.

General

- Keep a record of any expenses and submit this to the Treasurer.

Librarian

The Librarian liaises with the Music Director to ascertain vocal and orchestral music requirements for concerts before acquiring and distributing copies to singers and musicians. The Librarian is also responsible for EMS' collection of music.

For a list of music sources see Appendix D.

For concerts

- **by a year before the concert**
 - Order music from KCC
- **by 6 months before the concert**
 - Acquire any more music needed from KCC's lending partners
 - Liaise with the Music Director to ascertain the **title, composer, publisher, editor and language** of music, and details of any instrumental accompaniment required;
 - Ascertain number of copies required, taking into account such factors as music already owned by, or being purchased by the choir (including any guest singers);
 - Locate and reserve music – all music should be ready for first rehearsal unless previously agreed otherwise with the Music Director;
- **at final rehearsal**
 - Remind singers that any unessential markings made by them in copies should be removed before handing them in at the end of the concert.
- **after concert**
 - Provide and direct singers to a music collection point;
 - Check for missing copies and contact singers responsible;
 - Return music to suppliers before their deadlines.

For each rehearsal period

- **by first rehearsal**
 - Collect vocal music to be ready for the first rehearsal;
 - Prepare record sheet to mark off copy number against name (separate sheet for guest singers);
 - If clearer renumbering is required use an easily removable sticker on the inside cover;
 - If sets of music are required label each piece in the set with the same number;
 - Ask for volunteers as required to help distribute sets at the first rehearsal.
- **at each rehearsal**
 - Bring surplus copies to subsequent rehearsals.

For committee meetings

- **by 2 weeks before**
 - Submit any items for inclusion on agenda to Secretary.
- **by 1 week before**
 - Receive agenda from Secretary and consider items for discussion.
- **at meeting**
 - Attend meeting (informing Secretary or Chair as soon as possible if unable to attend);

- Report to committee as necessary.

General

- Keep a record of any expenses and submit this to the Treasurer.
- Keep a catalogue of music owned by EMS.

Concert Manager

It is the Concert Manager's job to ensure the smooth running of concerts. They work with the Music Director to create a layout plan for the concert and then recruit teams to carry out those plans.

Information for the set-up team, front-of-house and refreshments organisation and church layout sheets are in appendices E and F.

For concerts

- **by 6 weeks before**
 - Send letters of confirmation and details to soloists, accompanists, orchestra.
 - Book additional seating if required from Pilsdon
- **By 3 weeks before**
 - Recruit:
 - Set-up team;
 - Front-of-house team
 - Refreshments team;
 - Obtain choir numbers from register;
 - Liaise with Music Director to create church layout plans, including:
 - gangways;
 - piano + other instruments, including orchestral layout;
 - refreshment tables;
 - lights;
 - any changes of layout during concert;
 - Give copy of completed plan to set-up team;
 - Book CCTV camera if required for organist;
 - Decide with committee if folders are to be used for music and give information to choir;
 - Decide with committee how many soloist presentations are to be made and inform person responsible;
 - If piano is to be used book piano tuner to tune piano as close to concert date as possible;
 - Ensure key holder/key plus code holder can be present to open up and lock church before and after set up;
 - Arrange for any additional church access required (eg staging/instrumental set up).
 - Book help for refreshments in the Institute if required;
 - Communicate rehearsal timings to choir and reminders for concert
- **by 1 week before**
 - Book table for meal for soloists if required.
- **day of concert**
 - Place orders for meals for soloists, collect receipt and pass to treasurer.

Presentations

- Buy gifts (usually bottle of wine) for each soloist.
- Organise members of choir to present the gifts to soloists.

- **at final rehearsal**
 - Ensure all choir members are seated and any extra chairs removed;
 - Obtain Institute key from King & Queen, hold key (handing out as required) and ensure its return;
 - **Ensure disconnection of bell on clock;**
 - Make any final communications with choir including:
 - concert dress;
 - use of folders;
 - toilet arrangements;
 - concert etiquette (see members' handbook for details).

- **at concert**
 - Make any changes to stage layout required.

- **after concert**
 - Move or arrange removal of any staging, chairs etc as required.
 - Conductor podium to be moved off stage at end of concert.
 - Ensure church and Institute are left in their original state.

For committee meetings

- **by 2 weeks before**
 - Submit any items for inclusion on agenda to Secretary.
- **by 1 week before**
 - Receive agenda from Secretary and consider items for discussion.
- **at meeting**
 - Attend meeting (informing Secretary or Chair as soon as possible if unable to attend);
 - Report to committee as necessary.

General

- Keep a record of any expenses and submit this to the Treasurer.

Membership Secretary

The Membership Secretary is the first point of contact for potential new members and is responsible for maintaining the list of members and their contact details.

General

- Liaise with Music Director to obtain numbers of vacancies in each voice part, if a waiting list is currently maintained;
- Upon membership enquiry consult Music Director's list, if there is one and if appropriate invite enquirer to join;
- Notify Music Director of membership enquiries if appropriate;
- Take details of anyone who wishes to join, or expresses interest, and comes to a rehearsal. Make immediate contact with Librarian, so that music can be lent with security.
- Maintain membership database and give updates to Chair, Music Director (if required by MD), Secretary, Treasurer, Librarian, Concert Manager and appropriate Section Representatives;
- Greet new faces and introduce them to the Chair, Music Director (if required by MD) and appropriate Section Representative;
- Collect subscriptions and offer Gift Aid forms;
- Issue receipts and keep note of payments, passing subscriptions collected to Treasurer.
- Maintain register and ensure it is filled in weekly;
- Liaise with Concert Manager to collate numbers for concerts from registers;
- Keep a record of any expenses and submit this to the Treasurer.
- Purchase occasion cards for choir members on behalf of the choir as required

For committee meetings

- **by 2 weeks before**
 - Submit any items for inclusion on agenda to Secretary.
- **by 1 week before**
 - Receive agenda from Secretary and consider items for discussion.
- **at meeting**
 - Attend meeting (informing Secretary or Chair as soon as possible if unable to attend);
 - Report to committee as necessary, including update of membership.

Fundraising Officer

The Fundraising Officer is responsible for organising fundraising for the choir.

General

- Plan fundraising activities based on target funding requirement in the season budget set by the committee;
- Organise and publicise these activities and pass monies received to Treasurer;
- Keep a record of any expenses and submit this to the Treasurer.

For committee meetings

- **by 2 weeks before**
 - Submit any items for inclusion on agenda to Secretary;
- **by 1 week before**
 - Receive agenda from Secretary and consider items for discussion;
- **at meeting**
 - Attend meeting (informing Secretary or Chair as soon as possible if unable to attend);
 - Report to committee as necessary.

Section Representatives

Section Representatives are the communication point between the Committee and their section.

General

- Welcome new section members;
- Contact section members with information as and when necessary;
- **4 weeks before concert:** contact section members who have not indicated availability for final rehearsal and/or concert;
- Call section members who have been absent for 3 consecutive rehearsals to check if they are ok;
- Be available to receive and address members' requests and concerns, referring them to the committee where appropriate.

For committee meetings

- **by 2 weeks before**
 - Submit any items for inclusion on agenda to Secretary.
- **by 1 week before**
 - Receive agenda from Secretary and consider items for discussion.
- **at meeting**
 - Attend meeting (informing Secretary or Chair as soon as possible if unable to attend);
 - Report to committee as necessary.

Section II

Miscellaneous Tasks

Miscellaneous tasks

There are several tasks that are part of the running of East Malling Singers which are not listed as part of the responsibilities of any of the individuals on the committee. These are shared amongst the members of the committee and members and friends of the choir. The Secretary keeps a list of tasks and who is currently performing them and notifies the committee when there is a need to recruit.

Advertisers

- Communicate with advertisers both existing and prospective.
- Advise the Treasurer of new advertisers.
- Pass any monies received to Treasurer.
- Pass details of advertisers to person responsible for concert programme production.

Anti-clash

- Remain aware of other groups' programmes.
- Communicate with representatives of other choirs to avoid potential clashes.
- Report to the Committee as and when required.

Archive

- Maintain archive material:
 - programmes;
 - recordings;
 - photos.

Box office

- Obtain tickets from Publicity Officer 6 weeks before concert.
- Commit phone number for a year for ticket sales / reservations (phone number is printed in annual brochure).
- Sell tickets by post (payment by cheque).
- Distribute complimentary tickets to those agreed by the committee.
- Reserved tickets that have not been paid for must be collected at least 10 minutes before the start of the concert or they become available for sale.
- Arrive at concert 45 minutes before start of performance to sell tickets.
- Pass monies on to Treasurer.

Concert Programme Production

- **by 3 weeks before concert**
Obtain:
 - biographies from Publicity Officer;
 - choir list from Membership Secretary;
 - patrons list from Secretary;
 - programme running order from Music Director;
 - advertisements;
 - programme notes.

- **by 2 weeks before concert**
 - Design programme and have it proof-read.
 - Produce running-order sheets for singers if many discrete works included.
- **by 1 week before concert**
 - Get programme printed (usually 250 copies – liaise with Box Office).
- **at final rehearsal**
 - Distribute programmes to performers and to “Front of House”.
- Keep a record of any expenses and submit this to the Treasurer.

Concert Refreshments

- Organise refreshments for concert intervals and Come & Sing / orchestral concert rehearsal breaks. See Appendix E.

Concert set-up team

- Obtain set up plan from Concert Manager 3 weeks before concert.
- Set up choir chairs, refreshment tables etc as per plan.
- Display seating and access plan on notice board and on each row of choir chairs.
- Extra seating available from the Institute if the Institute has been hired, or from Pilsdon at West Malling.

Come & Sing

- Write a letter giving details to potential participants (check details with Music Director).
- Invite guest singers to participate, including previous years’ participants.
- Sell tickets to guests.
- Maintain and update database of current and past participants.
- Pass payments and receipts for expenses to the Treasurer.

Current musical events

- Be aware of musical events in the area and keep choir members informed. These could include other societies’ concerts or Come & Sing events. Notify Secretary for inclusion on “Dates for your Diary” listing.

Front of house (non singer)

- Watch door for security (including vestry) and for admission of latecomers.
- Sell tickets to audience arriving after 7.20pm. Tickets that have been reserved but not paid for may now be sold.
- Turn off house lights at start of each half of the concert and back on at end of each half (lights to turn off are: Nave 3,4,5, South and North Aisles, Tower).

Presentations

- Buy gifts (usually bottle of wine) for each soloist (check with concert manager).
- Organise members of choir to present the gifts to soloists.
- Submit receipts to Treasurer.

Recording

- Make audio recordings of concerts and rehearsals as required – provide copies to the Music Director for evaluation and possible use in feeding back to the choir. Sell DVDs or CDs to choir members.

Rehearsal manager

- Recruit people to:
 - Arrange access to the rehearsal venue;
 - Set up and return after rehearsal: piano, rostrum and conductor's music stand;
 - Ring bell at end of rehearsal break (10 minutes after beginning of break);
 - Encourage people to take their seats at the beginning of the rehearsal and at the end of the rehearsal break;
 - Organise refreshments for the rehearsal break.

Uniform

- Obtain new red rosettes as required and supply to choir members.
- Keep records of payments.
- Pass receipts to Treasurer.

Website

- Keep content of site up to date and add new content as required.
- Maintain domain name / hosting as necessary.
- Keep a record of any expenses and submit this to the Treasurer.

Section III

Appendices

Appendix A – Music Director terms of appointment

The Music Director has ultimate artistic control of the choir with responsibility to stimulate and inspire the choir to reach a high standard of performance within a broad repertoire.

The Music Director is required to:

- 1 Conduct four concerts per year;
- 2 Schedule and conduct rehearsals;
- 3 Plan, in conjunction with the Committee, the calendar of concerts and rehearsals
- 4 Take the leading role in the procurement of, and negotiations with, accompanists, soloists, organists and instrumentalists for orchestras, including preparing budgets for these. (The Committee would seek, wherever possible, to endorse the Music Director's preferences);
- 5 Attend Committee meetings as an ex-officio member (approximately five times per year) when necessary;
- 6 Monitor the musical standard of the choir and make recommendations to individuals as appropriate.

Payment is by means of an honorarium reviewable annually. The period of notice, on either side, is 12 months. A shorter period may be acceptable at the discretion of the Committee.

The Music Director is an ex-officio member of the Committee with the same voting rights as its members. To facilitate their duties the Music Director will attend committee meetings (approximately five per year) and be in communication with members of the committee regularly.

The Music Director will work within a budget agreed by the committee.

The Music Director may be released from up to 5 rehearsals per year provided that they engage a suitable replacement that shall be paid up to 50% above the usual fee. For any amount above this figure the Music Director shall be liable to pay the difference. The Committee may review this policy as and when required.

Appendix B – Honorary Secretary’s contacts list

Vicar	Revd Nick Williams	The Vicarage, 2 The Grange, East Malling, ME19 6AH Email: father.nick@btinternet.com	01732 843282
Institute	Roger Roud	Key held at King & Queen	01732 840838

Appendix C – Publicity Officer’s contacts list

Press

MAAC brochure	mwithnall@aol.com	
KM: main paper	goingout@thekmgroup.co.uk	
What’s On	listings@thekmgroup.co.uk	
Community News	Katie Smith katie.eastmallingscentre@gmail.com	
Adscene	newsdesk.maidstone@kentregionalnewspapers.co.uk	
Oracle vents page	info@thelocaloracle.co.uk	01732 521494/844246
Kent Life	sarah.sturt@archant.co.uk	01903 604210
Tonbridge & Malling Leisure guide	“What’s On”	01732 844522
Around Kent	county.hall@kent.gov.uk	01622 694243/694043
Courier	The Editor, “What’s On”, Courier Newspapers, Longfield Rd, Tunbridge Wells, TN2 3HL N.B. check name each time before email kit.chellel@courier.co.uk	01580 713692
Focus	Maidstone Diary	01622 794672
Kings Hill Echo	mail@gingerpublishing.co.uk FAO Marilyn	01474 338713
Kent Profile		01634 409127
BBC Radio Kent	Kent Events, Mount Pleasant Rd, T. Wells TN2 3HL	
Heart of Kent Events	via Janet Saunders (www.heartofkent.org.uk)	

Parish Magazines

East Malling	In Touch	Mark Francis, markfrancis10@talktalk.net	
Teston	Tapestry	Rosemary Singyard, 37 Courtlands, Teston ME18 5ES	01622 812913
Wateringbury	Rostrum	rostrum2@hotmail.com	
Allington	Notice board	sueandstevcumming29@tiscali.co.uk	
Aylesford	dates for your diary	acard@blueyonder.co.uk	
Yalding		mag@yalding.com	
Leybourne	Leybourne Voice	leybournevoice@hotmail.com	
Loose		Lee Kneller	01622 747699
Addington/Ryarsh Birling	Pilgrims	jandscross@aol.com	01732 842662
Barming	The Barming Link	Joan Wilkinson, 13 Bull Orchard, Barming. ME16 9EH joanw@barming.fsnet.co.uk	01622 727114
West Malling – St Thomas More RC Church	Direct for noticeboard	Claire Skinner, Parish Secretary westmallings@rcaos.org.uk	01732 843302

Websites

SITE ADDRESS	LOG IN ID	PASSWORD
www.concertfinder.co.uk	email to philiptolley@colcanto.net	N/A
www.gerontius.net	ems	cochrane
www.concert-diary.com	janeycrotty@blueyonder.co.uk	cochrane
www.tmbc.gov.uk	email to lyndsey.bennett@tmbc.gov.uk	N/A
www.maidstone.gov.uk		
www.makingmusic.org.uk	secretary@eastmallingsingers.co.uk	bernard
www.makingmusic-southeast.org.uk	992930	
http://www.choirs.org.uk	philliptolley@colcanto.co.uk	
http://maidstonearts.org	secretary@mainstonearts.org	

Appendix D – Librarian’s music sources

Kent County Council Library, Quarry Wood, Aylesford	03000 410602 Email: LibPerformArt01@kent.gov.uk
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The library can supply catalogues of vocal and orchestral sets. Music can be reserved up to 12 months in advance for sets owned by KCC themselves or 6 months in advance for sets owned by their partners in the ILL scheme (in practice most county libraries in southern England). A reservation card will need to be completed but there is no charge for this.

There is no public access to the KCC Aylesford library - music can be collected from any local library by prior arrangement, which is more convenient. Up to 12 sets can be borrowed, for up to 4 months each. Music is usually supplied in plastic crates.

KCC hire is by far the most cost-effective way to hire music and has the valuable opportunity to reserve music a year in advance.

Gerontius.net	Music Hire database – choral music owned by UK member choirs	Gerontius.net/findscores
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The site lists items of music and the member choirs that hold them. Contact is directly with the appropriate choirs who quote monthly hire rates per copy – more expensive than KCC on a unit cost basis but an attractive option for hiring small numbers of copies to supplement sets hired from libraries.

Leeds Central Library	musiclibrary@leeds.gov.uk	0113 3787014
Central Library Bromley	londonrequests@bromley.gov.uk	020 8460 9955
Music Matters	Week Street, Maidstone	01622 755600
Oxford University Press	www.oup.co.uk	01536 454590
OUP Hire Library	Onlinequeries.uk@oup.com	01536 452657
United Music Publishers Ltd	33 Lea Road, Waltham Abbey, Essex, EN1 1ES email: hire@ump.co.uk	01865 353699
Chamberlain Music	Haslemere, Surrey www.chamberlainmusic.com	01428 658806
Music Sales Group	Chester Music, London www.musicsales.com	020 7434 0066
3J Cantata	www.choirmusic-3j.co.uk	01920 822435
Boosey and Hawkes	www.boosey.com/shop	020 7291 7243
Chappell’s	www.chappellofbondstreet.co.uk	020 7491 2777
Handlo Music	www.handlo.com	(sheet music by email)
British Choirs on the Net	www.colcanto.co.uk/BCN/musichire.htm	(choral societies who lend or hire music)

Appendix E – Concert Manager’s Notes & Templates

General information

In Church there are:

Chairs	Pews:
140 red chairs	2 seating 5 people
55 plastic chairs	3 seating 4 people (one of these could seat 5 at a squeeze)
29 wooden chairs	1 seating 3 people

Questions to ask during committee:

- Set up time
- Rehearsal time
- Concert dress
- Folders
- Institute availability
- Soloist refreshments (Book table in pub but you need to check if they want to take advantage of this). Limit is usually £20 for meal
- Soloist gifts (Nick is always a special case and always gets something! Check whether ladies would prefer flowers or a bottle)
- Payments (Treasurer handles soloists & orchestra but if we are using school choirs they sometimes get a voucher for £10 each)
- Number in orchestra – if there is one
- Placement of orchestra/instrumentalists/orchestra (remind Musical Director to request players to bring their own music stands)
- Furniture/instrument removal during concert
- Orchestra teas – how many (ask Musical Director to check with players and let you know)
- Check on where extra singers will sit if we are using them
- Identify if we are likely to need the Pilsdon chairs. They can fit 40 in one lorry load and they now tend to leave them in church to collect the day after.

Refreshments set up

	CONCERT	COME & SING	ORCHESTRA	CHRISTMAS
BEFORE REHEARSAL (3 weeks for orchestra teas)	Check glasses, red wine, white wine and orange juice and table kits (in vestry). Replace as necessary. 18 Red (summer 12) 9 White (summer 12) 12 Apple juice 12 Orange Juice Table kits include: J cloths, corkscrews, rubbish bags for used glasses, donation notices.	As for concert plus: squash, biscuits and disposable plastic cups. Water jugs for squash. Set up tables.	As for concert/C&S plus: Obtain numbers from MD Circulate list of dishes to be donated by choir. Purchase adequate disposable plates and napkins. Squash tea, coffee and milk taken from Singers supply. (Purchase more as required.) Open Institute to receive food. Set out tables and chairs.	As for concert plus: • napkins • Ask for donations of mince pies. • Ask for a volunteer/s to heat them if possible.
DURING REHEARSAL		Make up squash and plate biscuits. Tidy tables after break. (Arrange to collect key during rehearsal if preparing hot drinks – help needed to set up tables and chairs?)		
BEFORE CONCERT	Set up tables including donation plates.	Ensure Institute opened, and tea and coffee served. Ensure Institute is left in a tidy condition.		Ensure Christmas mince pies are heated and mulled wine in urn. Arrange for someone to turn on urn ready for interval.
CONCERT	Ensure tables manned adequately. Tidy tables.			
AFTER CONCERT	Arrange for glasses to be washed and returned to vestry/suppliers.		Return any dishes/containers to owners.	Return plates/ Thermos jugs to owners.

Template for Offers of Help

Before the Concert	Provide a raffle prize	
	Create Raffle prize collections	
	Buy Flowers for Soloist	
Day of the Concert	Setup the Church from 9:15 am	
	Open/ Lock the Institute between rehearsal and Concert	
	Sell Raffle Tickets	

	Hand out programmes			
	Serve refreshments at Interval	Table 1 Main door	Table 2 by Font	Table 3 by Organ
	Rub out score markings after concert			
	Return the church to normal after the concert			

Set up checklist

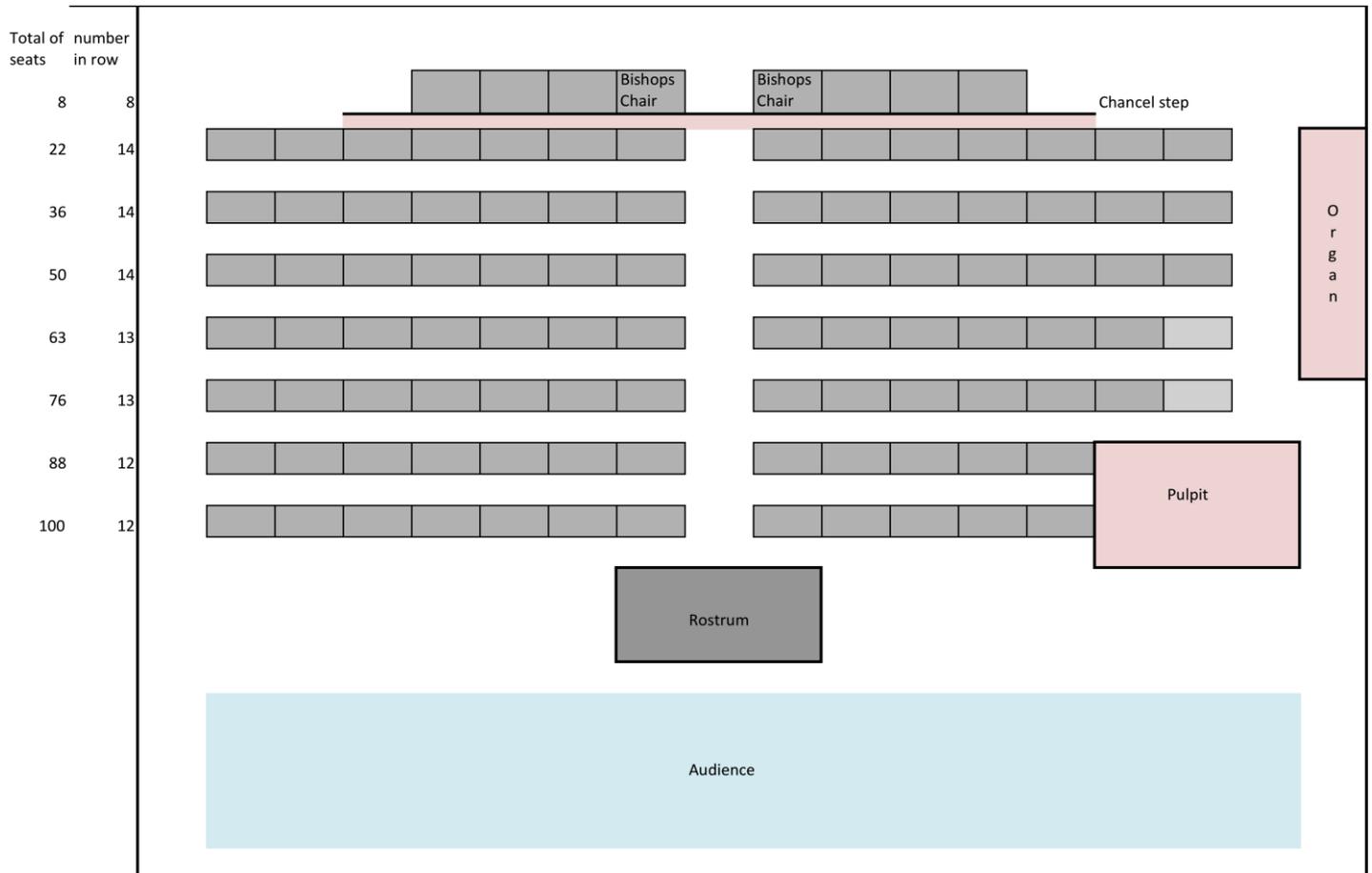
Mark up the positions of the altar end of choir stalls using masking tape
Move the choir stall red kneelers to Lady Chapel far end by wall
Move Altar Rails to Lady chapel. (Slide 2 in front of Lady Chapel altar)
Move lectern to behind stone pillar by Lady Chapel
Move the choir trestles to edge of Corpus Christie Chapel step edge
Bring green dais out from behind organ and move to rear of church
Bring conductor rostrum out from behind organ, place near front row red chairs until ready to set up
Bring red small dais out from behind organ and put with conductor rostrum
Move Altar backwards
Move Bishops chairs to Altar step to form each side of back row
Move choir stalls to position as per plan for concert
Move wooden chairs to choir position as per plan for concert. Use wooden chairs for inner point of each row
Add sufficient plastic chairs to make up choir seating as per plan
Set up Conductor rostrum and add red dais to support music stand
Move front row(s) of red chairs to rear of church to form front line of rear audience. Leave sufficient aisle room to create cross aisle.
Leave room on cross aisle front row for video stand (green dais)
Put red chair for soloist to place as per plan
Move red chairs from Lady Chapel to rear of church for audience
Use remaining plastic chairs to complete rear audience space
Set up table for raffle prizes at rear of church
Set up table for refreshments by font
Set up table for refreshments in Corpus Christi Chapel by organ curtain
Place refreshment table supplies on each refreshment stand inc one by main door. Black bag for rubbish, glasses, scissors, cartons fruit juice, wine, bowl for money and donations label.
Put music stand on exit from organ area and add NO EXIT sign
Move book stand for ticket seller to position by door
Get out red flowers from choir cupboard and put on conductor rostrum to hand out during rehearsal
Label choir chairs with voice part labels
Add reserved seats/ disabled spaces for audience as per plan
Put EMS annual programme flyers to audience chairs
Put A frames to end of Church Walk with 'Concert tonight' notices
Confirm with Church Warden who is setting up external lighting/ unlocking sacristy door/South Porch door before concert

Clear up Checklist for after concert

Task number	Task
1	Collect glasses and refreshments from side tables and take to coffee bar at rear
2	All used bottles to boxes for recycling , rubbish black sacks and recycling to rear coffee bar
3	Wipe down tables and fold up ready to be moved when possible
4	Collect up reserved labels and return to basket on library trolley
5	Collect up unused leaflets etc from audience chairs and take to rear coffee bar
6	Take boxes of returned musical scores to Librarian's car
7	Bring in A-Frame notices from end of Church walk
8	Lock Sacristy door
9	Take up Lighting/power cables from chancel area
10	Stack and move black plastic chairs to Corpus Christi exit
11	Remove chairs from orchestra spaces by lining up wooden chairs down aisle until rear of church cleared
12	Clear rear of church of Pilsdon chairs (if used) and stack near Corpus Christi Door ready for collection
13	Take down podium and return to space at rear of organ
14	Take down refreshment tables and return to store by front door
15	Move Choir pews to church positions
16	Bring church choir trestles back to correct positions
17	Return kneelers to church choir pews
18	Move 4 red chairs from rear of church back to Corpus Christi chapel positions
19	Return remainder of red chairs to front row spaces
20	Adjust spacing of rows of red chairs
21	Return wooden chairs to position at rear of church line against wall
22	Replace small tables used for raffle to spaces by front door for church notices
23	Take wine glasses back to Elaine's house
24	Put unused drinks into choir store in Vestry
25	Take down external lighting and return to basement
26	Return Bishops chairs / prayer stools to positions
27	Return altar to position
28	Slide altar rails back to position
29	Recycling bottles to car of whoever is dealing with this
30	Walk through church checking for tidiness/ abandoned items

Appendix F – Concert layout

NB Rostrum is pulled back and front rows of audience reduced to facilitate orchestra when necessary



Appendix G – Procedure for Annual General Meetings

EAST MALLING SINGERS

Annual General Meeting of East Malling Singers
held at (venue) on (day & date) at (time)

AGENDA with notes on procedure

Chair, Treasurer, Music Director and Secretary represent the committee and 'face' the meeting. Chair takes the meeting (introduces items, asks for reports, invites questions, chairs discussions, sums up outcomes, etc.). Secretary assists Chair and takes the minutes.

All persons present should have, or have sight of, a copy of the agenda and a copy of the Treasurer's inspected accounts. They should have had, or had sight of, a copy of the minutes of the last AGM at least 14 days prior to the current meeting.

Chair opens meeting by welcoming members and patrons and makes any special announcements before turning to the agenda (which has been agreed at previous committee meeting and which has no AOB, no Date for next AGM, and to which no last-minute items may be added).

1. Apologies for absence

- (ii) Secretary reads out names of those members and patrons whose apologies for their absence have been received.
- (iii) Secretary also records any additional apologies then contributed by persons present.

2. Minutes of last Annual General Meeting held on (date)

- (i) Copies of minutes of last AGM should have been issued by the Secretary to committee members by no more than 14 days after that meeting
- (ii) Copies of minutes of last AGM should have been issued by the Secretary to the other members of the choir at least 14 days before the current meeting
- (iii) Chair or Secretary reads out any of the minutes if requested to do so
- (iv) Secretary notes any disputed points and amendments called for and agreed
- (v) Minutes are adopted by this procedure:
 - Chair asks for a proposer and a seconder that the minutes, amended as necessary, are adopted as a true record of the last meeting;
 - Secretary records names of proposer and seconder;
 - Chair calls for a show of hands to ascertain acceptance:
 - Those in favour?
 - Those against?
 - Those abstaining?
 - Chair counts hands and announces results;
 - Secretary records results;
 - Chair and Secretary sign and date the official copy of minutes.

3. Matters arising

- (i) Chair asks if there are any matters arising from the minutes.
- (ii) Secretary notes any matters raised, discussions and outcomes.

4. Chair's report

- (i) Chair reads report (which shall be agreed at the previous committee meeting).
- (ii) Chair invites and deals with questions on the report.
- (iii) Chair hands signed and dated report to Secretary for filing (There is no necessity for report to be adopted by the meeting).

5. Music Director's report

- (i) Music Director gives their report
- (ii) Music Director deals with questions on the report.

6. Treasurer's report and Adoption of accounts

- (i) Treasurer reads report (which shall be agreed at the previous committee meeting).
- (ii) Treasurer invites and deals with questions on the report.
- (iii) Treasurer hands signed and dated report to Secretary for filing (There is no necessity for report to be adopted by the meeting).
- (iv) Treasurer presents inspected accounts, copies of which must have been made available to all those present (accounts shall be submitted un-inspected at the previous committee meeting).
- (v) Treasurer invites and deals with questions on the accounts.
- (vi) Accounts are adopted by same procedure as for adoption of the minutes.

7. Special items (eg. Subscriptions)

- (i) Any special items will already have been discussed in committee. The purpose of including the item on the agenda will either be to inform the meeting or to take a decision which the Constitution defines as requiring the acceptance of a general meeting.

8. Appointments

- | | |
|--|-----------|
| (i) Standard presentation of this item | Currently |
| a) Chair | Name |
| b) Hon. Secretary | Name |
| c) Hon. Treasurer | Name |
| d) Librarian | Name |
| e) Membership Secretary | Name |
| f) Concert Manager | Name |
| g) Publicity Officer | Name |
| h) Fundraising Officer | Name |
| i) Independent Examiner of Accounts | Name |
| j) Section Representatives: | |
| Soprano | Name |
| Alto | Name |
| Tenor | Name |
| Bass | Name |

- (ii) Chair asks Secretary to read out nominations for all posts (nominations having been submitted to the Secretary prior to the meeting).
- (iii) For the appointment of Chair the present Chair asks Secretary to take the chair. If Secretary is a nominee the Treasurer is asked to take the chair.
- (iv) Secretary or Treasurer chair election of the new Chair.
- (v) For the appointment of the other posts the newly elected Chair takes the chair.
- (vi) For the posts which are either vacant or for which there are more than one nomination there must be individual elections (in the case of there being more than one nomination for a post, all nominees must leave the meeting whilst voting takes place).
- (vii) For all other posts election may be conducted en bloc.
- (viii) Election procedure:
 - Chair calls for votes by raising of hands for each nominee/group of nominees in turn:
 - Those in favour?
 - Those against?
 - Those abstaining?
 - Chair counts hands and announces results;
 - Secretary records results.

Chair thanks everyone for attending, and for their contributions, and closes the meeting.
Secretary records time of closing of meeting.

Appendix H – Constitution (October 2006)

1. Title

The name of the society shall be East Malling Singers hereinafter referred to as the Choir.

2. Object

The object of the Choir shall be to promote, improve, develop and maintain public education in, and appreciation of the art and science of music in all its aspects. It shall do this by the presentation of public performances and in such other charitable ways as the Committee shall determine from time to time.

3. Membership

The members of the choir shall be those who pay the annual subscriptions at the appropriate rates as shall be determined by the Committee. Those members wishing to perform in concerts require regular attendance or a standard of competence as demonstrated to the Music Director.

4. Officers and Committee

The management of the Choir shall be in the hands of the Committee, consisting of three executive officers, a number of auxiliary officers and three/four section representatives. The Executive Officers shall be the Chairman, Treasurer and Secretary. Auxiliary officers shall include the Librarian, Concert Manager, Publicity Officer, Membership Secretary and Fundraising Officer. The above positions shall be elected by and out of the Choir's members at the Annual General Meeting: they should hold office until the next AGM and be eligible for re-election.

The section representatives shall be elected annually by and out of their respective voice part sections within the Choir.

All members of the Committee including section representatives shall be entitled to vote and shall have equal rights at Committee Meetings.

5. Music Director

A Music Director shall be appointed by the Committee and will become an ex-officio member of the Committee with the same voting rights as its members.

The Music Director shall withdraw from any meeting at which his or her appointment is under discussion.

The Music Director may be released from up to 5 rehearsals per year provided that he/she finds a suitable replacement who shall be paid up to 50% above the usual fee. For any amount above this figure the Music Director shall be liable to pay the difference. The Committee may review this policy as and when required.

6. Management

All arrangements for concerts and other events and control of finance shall be in the hands of the Committee.

7. Powers

In furtherance of the objects but not otherwise, the Committee may exercise the following powers: -

- i. Power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;

- ii. Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- iii. Power, subject to any consents required by law, to borrow money and to charge all or part of the property of the Choir with repayment of the money borrowed;
- iv. Power to co-operate with other voluntary bodies, charities and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- v. Power to establish or support any charitable trusts or associations formed for all or any of the objects;
- vi. Power to appoint and constitute such advisory committees as the Committee may think fit;
- vii. Power to terminate the membership of any individual provided that the Committee (with the exception of the individual concerned if a member of the Committee and any member of the Committee making or being in any way connected with the complaint) is unanimous both as to termination and there being a good reason for it, and provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend if necessary, before the final decision is made;
- viii. Power to do all such other lawful things that are necessary for the achievement of the objects.

8. Equal Opportunities

No individual shall be excluded from membership of the Choir or debarred from any official capacity on the Committee on grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

9. Finance

- i. The financial year shall end on 31 August.
- ii. All bank accounts shall be opened in the name of the Choir and any two authorised signatories shall sign cheques. Any electronic bank transfers shall be approved by any two authorised choir members.
- iii. The Choir may receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts may be offered for sale to the public.
- iv. The income and property of the Choir wheresoever derived shall be applied solely towards promoting the objects of the Choir as set forth above and no portion thereof shall be transferred either directly or indirectly to any member/s of the Choir except in payment of legitimate expenses incurred on behalf of the Choir.

10. Patrons

Patrons will be welcome either as individuals or companies. Those making donations to the Choir shall receive the Choir's publicity and may attend (but not vote at) the Annual General Meeting. Their names will be listed on concert programmes and the Committee shall determine other privileges from time to time.

11. Dissolution

In the event of the dissolution of the Choir, the ownership of the piano and any funds remaining in the designated piano fund will be transferred to the Parochial Church Council of St James the Great, East Malling, and any assets remaining after the payment of debts and liabilities shall be transferred to a charitable institution having similar objects to those of the Choir.

12. Annual General Meeting

Within 6 months of the end of the financial year the members shall be summoned to an AGM of which at least 14 days notice in writing shall be given. The Business of the AGM shall include the approval of the minutes of the previous AGM and the approval of the accounts.

13. Extra-Ordinary General Meeting

An EGM of which at least 14 days notice in writing must be given to members may be called for by the Committee or upon written request (and supported by 25% of the membership) to the secretary.

14. Accounts

The financial accounts shall be audited or examined to the extent required by legislation, or if there is no such requirement, scrutinised by a person who is independent of the Committee, and then submitted to the members at the AGM for approval.

15. Amendments

The constitution may be amended by a two-thirds majority of the members present at any Annual or EGM provided that 14 days notice of the proposed amendment has been sent to all members and providing that nothing therein contained shall authorise any amendment which shall have the effect of the Choir ceasing to be a charity.

16. Quorum

- a) Committee meetings: 4 members including 2 officers
- b) General meetings: 20% of the membership

Appendix I – East Malling Singers as a registered charity

East Malling Singers is a registered charity, number 1091754.

The Constitution (Appendix H) is the governing document and as such sets out the object and rules of the charity.

Trustees

The Committee is the body that has ultimate authority and responsibility for directing East Malling Singers and therefore governing the charity. All properly appointed members of the Committee are charity trustees in law and share equal responsibility for the charity.

To be eligible as a charity trustee, a person must:

- Be at least 18 years old
- Be properly appointed following the procedures of the Constitution
- Not be disqualified (that is: a disqualified company director; have an unspent conviction for an offence involving dishonesty or deception, an undischarged bankrupt or have a current composition or arrangement including an individual voluntary arrangement (IVA) with their creditors)
- Not have been removed as a trustee of any charity by the Commission or the court because of misconduct or mismanagement;
- Not be on the sex offenders register;
- Be a 'fit and proper person' under the Finance Act 2010 so that the charity can claim Gift Aid.

Trustees have six main duties:

- Ensure the charity is carrying out its purposes for the public benefit and for the purposes for which it is set up, and no other purpose
- Comply with the charity's governing document (the Constitution) and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable.

More details and guidance for trustees is available from the Charity Commission's website. Useful documents are:

- *The Trustee Welcome Pack*, an 8 page summary
- *The essential trustee: what you need to know, what you need to do*, a more detailed 40 page document.

The Honorary Treasurer is responsible for completing the Annual Return to the Charity Commission.

Trustees Liability

East Malling Singers is a member of *Making Music* and has insurance cover arranged through them. This provides Trustee Liability cover for personal liability claims made against them whilst acting in their capacity as trustee. This includes “well-meaning, but poor, decisions or actions that cause loss or damage to the organisation. It does not cover deliberately dishonest or malicious decisions or actions.”



THE NATIONAL FEDERATION
OF MUSIC SOCIETIES

East Malling Singers – Registered Charity No. 1091754