



Registered Charity N° 507768

## The title of the booklet, "The Huddersfield Singers MEMBERS BOOKLET", is displayed in a large, white, sans-serif font. The word "MEMBERS" is in a larger, bold font, while "BOOKLET" is in a slightly smaller font. The title is centered on the page, with a decorative border of musical staves and notes framing the text.

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# The **Huddersfield** SINGERS **MEMBERS** **BOOKLET**

## **Contents**

<b>Constitution</b> . . . . .	<b>5</b>
<b>Committee and Other Roles</b> . . . . .	<b>17</b>
<b>Membership Information</b> . . . . .	<b>26</b>
<b>Audition Procedure Guidelines</b> . . . . .	<b>32</b>

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The  
**Huddersfield**  
SINGERS



The Huddersfield Singers Members Booklet Edition 1.2p, October 2017

Constitution approved March 2016

Constitution produced with the aid of the Making Music *Model constitution and guidance notes*  
dated April 2015: <https://www.makingmusic.org.uk/resource/model-constitution>

The latest version of this booklet may be found as a downloadable PDF document on the choir's website at  
<http://www.huddersfieldsingers.com>

Booklet produced by Richard G. Hallas, with thanks to the 2015–2017 Committee members

# Constitution

**The Huddersfield Singers  
incorporating  
The Huddersfield Glee and Madrigal Society  
Founded 1875 • Registered Charity N° 507768**

Constitution approved unanimously by  
Society members, 21st March 2016

**T**his document is derived from a heavily edited amalgamation of the final Constitution of The Huddersfield Glee and Madrigal Society (1978) and several previous Constitutions of The Huddersfield Singers (1987, 2002, 2007 and 2010), with further amendments and new additions to reflect the current nature and practices of the Society.

## 1 TITLE

The full name of the Society shall be "The Huddersfield Singers incorporating The Huddersfield Glee and Madrigal Society", and it shall be commonly advertised under the abbreviated title of "The Huddersfield Singers". Hereinafter it will be referred to as the Society.

## 2 OBJECT

The object of the Society shall be to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by such means as the Society, through its Committee, shall find appropriate, including the public presentation of concerts and workshops.

## 3 EQUAL OPPORTUNITIES POLICY

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

# CONSTITUTION

## 4 MEMBERSHIP

### 4.1 CONDITIONS OF MEMBERSHIP

The members of the Society shall be those who pay the annual subscription at the appropriate rate or rates as shall be determined by the Committee, and who have qualified for membership by passing the Society's musical audition procedure. The President, Conductor and Accompanist are considered non-singing members of the Society and are not required to pay an annual subscription. The Honorary Treasurer may be either a singing member or a non-singing member, and in the latter case pays no subscription.

### 4.2 MEMBERSHIP RECORDS

The Committee shall keep a register of the names and contact details of all members (both singing and non-singing members alike) and will periodically issue this information to all members of the Society. It will also be made available to any member on request.

### 4.3 CHOIR RULES

Every member shall be presented with a copy of the Society's Constitution and other official documents (this booklet).

### 4.4 VOTING RIGHTS

Every member of the Society who has paid their subscription shall have one vote in general meetings. Only those members who attend general meetings in person shall be able to vote, other than by prior arrangement with, and at the discretion of, the Secretary, who may agree to pre-register a vote on a known forthcoming issue.

### 4.5 SUBSCRIPTIONS

- 4.5.1 Subscriptions become due on 1st September each year, and all subscriptions should be paid no later than 1st October.
- 4.5.2 Adjustments to the due date of the payment, or agreement to payment in instalments, may be made on an individual basis at the discretion of the Committee.
- 4.5.3 New members who are accepted into the choir after the first concert of the season may subscribe at a rate reduced by one- or two-thirds in accordance with the portion of the season remaining; their subscriptions will be payable within four weeks of their acceptance into the choir, or under other terms at the discretion of the Committee.
- 4.5.4 Choir members who have not paid their subscription in advance of the AGM or any other SGM/EGM forfeit the right to vote at that meeting (members paying in instalments must have paid the first instalment).

## CONSTITUTION

- 4.5.5 Any singer who has not paid their subscription by the time of a concert will not be eligible to take part in the concert, other than by the express permission of the Committee.
- 4.5.6 Any singer who attends rehearsals only sporadically, and without paying a subscription, may be asked to leave the choir, by the mutual agreement of the Conductor and Committee, unless the singer in question has agreed a temporary arrangement with the Committee due to special circumstances such as health problems.

### 4.6 ACCEPTANCE OF MEMBERS

Singing members shall provide such evidence of musical ability as the Committee may require. Admission of singing members shall be by audition, as detailed in the **Audition Procedure Guidelines** document. Power to admit new members rests with the Conductor and Audition Panel.

### 4.7 VOCAL ASSESSMENT

Occasional vocal reassessment of current members may be undertaken at the discretion of the Conductor and, if performed, shall follow a similar procedure to a membership audition.

### 4.8 DISMISSAL OF MEMBERS FOR MUSICAL REASONS

Should a singing member fail their vocal reassessment, that member would be permitted to continue their membership until the end of the current concert season and thanked for their service in an appropriate manner.

### 4.9 DISMISSAL OF MEMBERS FOR NON-MUSICAL REASONS

Should the behaviour of a member give rise to a situation that warrants dismissal of that member, the Committee has the power to terminate the membership of any individual, provided that the Committee's decision is unanimous both as to the dismissal and as to its being justified. The member under threat of dismissal shall have the right to be heard by the Committee, accompanied by a friend or supporter with corroborating evidence if desired, and have his or her evidence considered before any such decision is made. The following Committee members shall be excluded from the decision-making process:

- (i) the individual under threat of dismissal, should he or she happen to be a Committee member;
- (ii) any member of the Committee making, or connected with, a complaint against the individual in question.

## CONSTITUTION

### 5 COMMITTEES, OFFICERS AND PROCEEDINGS

#### 5.1 EXECUTIVE COMMITTEE

The management of the Society shall be vested in an Executive Committee, generally known simply as the Committee. All arrangements for concerts and other events, and for the control of finance, shall be in the hands of the Executive Committee.

5.1.1 The Executive Committee shall consist of the following roles, to be undertaken by not fewer than eight and not more than fifteen individual persons:

- President
- [Honorary] Secretary
- Assistant Secretary (optional)
- [Honorary] Treasurer
- Assistant Treasurer (optional)
- Meetings Secretary
- Conductor
- Accompanist
- [Concert] Librarian
- Lending Librarian
- Concert Secretary
- Publicity Secretary
- Press & PR Secretary
- Webmaster
- Ticket Secretary
- Recruitment Officer
- Member(s) Without Portfolio (0 to 2 such members)

A complete list of Committee roles and description of their functions is specified separately in the **Committee and Other Roles** document.

5.1.2 All Committee members, with the exception of the Conductor and Accompanist, are the trustees of the charity and must carry out their roles in accordance with the Charity Commission's booklet, *Charity Commission: The essential trustee: what you need to know, what you need to do (CC3)*.

5.1.3 Trustees may be paid legitimate expenses incurred on behalf of the Society. Any other trustee payments, or payments to persons connected with trustees, must be with the approval and/or permission of the Charity Commission and in accordance with the Trustees Act 2000 and section 185 of the Charities Act 2011 where appropriate.

5.1.4 The President shall be elected for a period of three years, and shall be a non-singing member of the Society. After a three-year term, and with the unanimous agreement of the Committee, the President may stand for re-election, but

## CONSTITUTION

may not serve for more than three terms in total. In the event of there being difficulty in finding a suitable new candidate, the outgoing President may, with the mutual agreement of the committee, be asked to serve for a single further year while a replacement is found, thus permitting a four-year term in exceptional circumstances. A meritorious former President may be invited to assume the role again after having served one or two terms in the past, but no individual person shall serve a total of more than three terms in office.

- 5.1.5 The Conductor and Accompanist, being in receipt of remuneration, shall have no vote in Committee decisions. The Conductor and Accompanist may be required to vacate a meeting, or be requested in advance not to attend, when the matter of their employment or remuneration is to be discussed by the Committee.
- 5.1.6 The other Committee members shall be elected by and out of the Society's membership at the Annual General Meeting; they shall hold office for one year and be eligible for re-election. The Treasurer may optionally be a non-singing member of the Society, but is otherwise subject to the same term of office and conditions of re-election.
- 5.1.7 The Honorary Secretary and Honorary Treasurer, being roles of unusual responsibility, shall normally be limited to periods of office of not more than five consecutive years. However, the individual occupying each role may continue in post for as long as is necessary beyond this limit until a suitable replacement can be found, provided that, during any such period of extended office, a replacement is actively sought and appointed at the earliest opportunity. Particularly during the final year of office of the outgoing Honorary Secretary and Honorary Treasurer, the Committee may at its discretion appoint an Assistant Secretary and/or Assistant Treasurer, either to aid the current incumbent in their duties and ease the transition or to prepare the Assistant to take over the Honorary role in the following year. Individuals who have previously occupied the roles of Honorary Secretary and Honorary Treasurer are free to stand for the roles again in the future, without restriction, provided that another individual has fulfilled the role in the meantime.
- 5.1.8 Individual members are permitted to occupy multiple Committee positions simultaneously as long as they have sufficient time to devote to the work that the roles entail. However, the acceptance of an excess of roles by a single member is to be strongly discouraged, and the Committee should comprise not fewer than eight persons in total. At the same time, the number of individual voting members on the Committee should not normally exceed thirteen persons.

## CONSTITUTION

- 5.1.9 The Committee shall hold at least four ordinary meetings each year. A special meeting may be called at any time by the President, or by any two other members of the Committee, giving a minimum of four days' notice to the other Committee members of the matter(s) to be discussed. If the matter involves the co-option of a member to the Committee, then at least 21 days' notice must be given. These periods of notice may be overruled in situations of exceptional and extreme emergency (such as the death or unexpected unavailability of a key official), when decisions shall be taken as necessary by as many Committee members as are available, following the spirit of this Constitution.
- 5.1.10 A Chairman shall be chosen, either at random or as a volunteer by mutual consent of the members present, at each Committee meeting, so as to avoid excessive voting power resting with any individual. Should any individual Committee member have reason to wish a particular meeting's Chairman to be chosen at random, they may insist upon this.
- 5.1.11 At any meeting of the Committee, five voting members shall form a quorum and the Chairman shall have a casting vote in the case of an equality of votes. All matters over which there is any disagreement shall be decided by majority vote. Votes shall be cast on a personal basis rather than on a role basis; that is, an individual occupying multiple Committee positions nevertheless has only a single vote. In the absence of a quorum at any Committee meeting, no decisions may be taken and the members present may act only for the purpose of filling vacancies or calling a general meeting.
- 5.1.12 If a matter to be voted upon during a Committee meeting is known in advance of the meeting, a summary of the pertinent information should be supplied to all Committee members, giving at least four days' notice if possible. Any Committee member so notified, who is unable to attend the meeting in person, may cast their vote by proxy by notifying the Secretary in advance of the meeting.
- 5.1.13 The presence of related or cohabiting individuals (such as siblings or married couples, including unmarried partners) as voting members on the Committee simultaneously is permissible if unavoidable but is to be strongly discouraged.
- 5.1.14 Except during the period of twenty-eight days immediately preceding the date fixed for the Annual General Meeting, the Executive Committee shall have the power to fill any vacancy occurring on the Committee by co-option from the membership of the Society. Any member so co-opted shall retire at the following Annual General Meeting and be eligible for re-election.
- 5.1.15 The Committee may, on occasion and according to need, appoint one or more subcommittees consisting of three or more individuals, for the purpose of

## CONSTITUTION

making any enquiry or supervising or performing any function or duty which, in the opinion of the Committee, would be more expediently conducted by a subcommittee, provided that all actions and proceedings of any such subcommittee shall be fully and promptly reported to the Committee. Any subcommittee shall include at least two members of the Executive Committee, but may include one or more other individuals, co-opted from any source, who are well qualified to assist with the aims of the subcommittee and who have been appropriately briefed. Each subcommittee shall exist only until such time as its task has been completed or it is disbanded by the Executive Committee.

- 5.1.16 The Committee, through the Meetings Secretary, shall keep minutes of the proceedings at the meetings of the Committee and of any subcommittee, and shall ensure that they are stored safely and made available for inspection as required.
- 5.1.17 In case of dispute or emergency the Committee shall have the power to decide upon any questions arising from the construction of this Constitution, or upon any matter not therein provided for, without the need to call a General Meeting.
- 5.1.18 Under normal conditions, Committee members are expected to attend all Committee meetings (excepting occasional absences due to illness or other special circumstances). However, this expectation should not be considered a concrete requirement if it stands in the way of appointing an appropriate individual to a particular role. If a person is willing to perform the duties of a Committee position, but is unable or unwilling to commit to attend regular Committee meetings, that person may still be permitted to take the role and fulfil its associated duties, at the discretion of the other Committee members. Moreover, any person so excluded from regular meetings shall still be considered a full Committee member and be in receipt of minutes and all other Committee-level communications. Such a Committee member shall accept that they forfeit the right and ability to vote on routine matters arising during meetings, though if an important vote is known in advance, they shall be offered the chance to pre-register their vote with the Secretary or vote through the proxy of another Committee member. Of the various Committee roles listed in **Section 5.1.1**, only the roles of President, Honorary Secretary, Honorary Treasurer, Meetings Secretary, Publicity Secretary and Member(s) Without Portfolio are ineligible for exclusion from regular attendance of Committee meetings. All other roles may be agreed to be non-attending, by mutual consent of the Committee and on a case-by-case basis, though the number of such non-attending members should be kept to a minimum and should ideally be zero.

## CONSTITUTION

### 5.2 VICE-PRESIDENTS

This title shall be conferred upon all former Presidents and, at the discretion of the Committee, former choir members in recognition of outstanding services to the Society. Vice-Presidents shall have the right to attend Committee meetings if they wish, but shall have no vote.

### 5.3 MUSIC COMMITTEE

A Music Committee shall exist as a subsidiary of, and reporting to, the Executive Committee. The purpose of the Music Committee shall be to work with and assist the Conductor in determining the musical direction of the choir, planning the content of its forthcoming concert seasons and engaging musical guests and soloists. Members of the Music Committee shall also be available as required, collectively or individually, to consult with the Conductor concerning any other musical matters that may arise.

5.3.1 The Music Committee shall consist of the following roles, with most but not necessarily all of its members also being members of the Executive Committee:

- Conductor
- Accompanist
- Concert Librarian
- Lending Librarian
- Publicity Secretary
- Webmaster
- Musical Adviser(s) (0 to 3 such individuals)

The membership of the Music Committee reflects those choir members who have the greatest musical involvement in terms of devising musical content, obtaining library music and advertising the choir's activities to the general public.

5.3.2 The Music Committee shall hold at least two ordinary meetings each year, and may meet on other occasions according to necessity, such as to plan the musical content of special events. The first ordinary meeting of the Music Committee aims to plan the forthcoming season in outline and decide on musical possibilities to investigate. The second ordinary meeting of the Music Committee aims to finalise the repertoire and guests, once the viability of obtaining the desired music has been determined. Where possible, meetings of the Music Committee should be arranged for one to two weeks prior to those of the Executive Committee in order that the Committee can be made aware of the choir's musical plans in an expeditious manner.

5.3.3 Formal minutes need not be taken for Music Committee meetings unless a particular need arises to do so for a specific meeting. However, a summary of

## CONSTITUTION

any firm proposals and decisions made at Music Committee meetings must be kept and reported to the Executive Committee at its next meeting.

- 5.3.4 A Minutes Secretary may be invited to attend Music Committee meetings if formal minutes are to be kept. The Minutes Secretary will usually (but need not) be the Minutes Secretary from the Executive Committee. The Minutes Secretary shall not take part in musical discussions and shall have no vote in musical decisions. Musical Advisers and other Music Committee members should not be requested to act as Minutes Secretary unless unavoidable.
- 5.3.5 The responsibility for choosing soloists and instrumental guests falls to the Music Committee, subject to the financial approval of the Treasurer. Costs for a season's concerts will normally fall within an annual budget agreed between the Music Committee and the Treasurer; any additional expenditure desired beyond this budget must be discussed with and agreed by the Treasurer.
- 5.3.6 The Treasurer may be invited to attend Music Committee meetings if proposals are to be discussed that are extraordinary to the normal concert budget. The Treasurer shall have the power to veto proposals that are not affordable by the choir, or for which appropriate financial provision cannot be made. Otherwise, the Treasurer shall have no vote in musical decisions, unless the Treasurer has also been appointed as a Musical Adviser.
- 5.3.7 The Musical Adviser(s), if present, should be singing members of the choir with notable musical qualifications and/or significantly greater than average musical experience, who are in a position to make useful contributions to the Society's musical planning from their extensive knowledge and experience. They need not be full Committee members.
- 5.3.8 As the members of the Music Committee are also, with the exception of the Musical Adviser(s), members of the Executive Committee, they shall be elected to the Music Committee at the same time and under the same terms as their election to the Executive Committee.
- 5.3.9 Musical Advisers may be co-opted to a position on the Music Committee by mutual agreement of the Music Committee members, or may volunteer for such a position and be accepted by mutual agreement of the Music Committee members. They will then serve until the following Annual General Meeting at which point they will be eligible for re-election along with other Committee members.
- 5.3.10 Following the second Music Committee meeting determining the forthcoming season's repertoire, publicity work will begin. Hereafter, further changes to the agreed season's programme may only be made with the mutual agreement of

## CONSTITUTION

the Music Committee, and additionally with the consent of the Treasurer in the event of financial implications.

- 5.3.11 Should the need arise for the Music Committee to vote on the inclusion of particular musical repertoire, each individual Music Committee member has one vote and the Conductor shall have a casting vote.
- 5.3.12 Unlike the Executive Committee, there is no provision for members of the Music Committee not to attend meetings regularly. Members are expected to make every effort to attend all Music Committee meetings (excepting occasional absences due to illness or other special circumstances).

### 5.4 EXTERNAL POWERS

In furtherance of the object of the Society, but not otherwise, the Executive Committee may exercise the following powers relating to persons, bodies or institutions external to the Committee:

- 5.4.1 Power to raise funds and to invite contributions provided that in doing so the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- 5.4.2 Power to buy, take on lease or in exchange any property necessary for the achievement of the Society's object and to maintain and equip it for use.
- 5.4.3 Power subject to any consents required by law to borrow money and to charge all or part of the property of the Society with repayment of the money so borrowed.
- 5.4.4 Power to employ such staff as are necessary for the proper pursuit of the Society's object and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependents. Should any such staff member so employed be a member of the Committee, then that individual must be excluded from any and all Committee discussions and votes relating to their area of paid employment.
- 5.4.5 Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Society's object, or of similar charitable purposes, and to exchange information and advice with them.
- 5.4.6 Power to establish or support any charitable trusts, associations or institutions formed in pursuance of the Society's object.
- 5.4.7 Power to appoint and constitute such advisory subcommittees as the Committee may require.
- 5.4.8 Power to take any such other lawful actions as are necessary for the achievement of the Society's object.

## CONSTITUTION

### 6 FINANCE

- 6.1 The financial year shall end on 31st July.
- 6.2 A banking account shall be open in the name of the Society and not more than four Committee officials shall be authorised to make payments in the Society's name via physical cheque or electronic BACS transfer. These individuals shall be the Treasurer, the Secretary and one or two other Committee members. Payments shall be made primarily by the Treasurer in conjunction with one other Committee member. The Secretary shall have secondary authority to make payments if the Treasurer is unavailable, and in the case that both Treasurer and Secretary are unavailable, payments may be made by the other authorised Committee member(s).
- 6.3 The Society may receive donations, grants in aid and financial guarantees.
- 6.4 Tickets for all of the Society's concerts and other public events shall be offered for sale to the general public.
- 6.5 The income and property of the Society, whencesoever derived, shall be applied solely towards promoting the object of the Society as set forth above, and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Society except in payment of legitimate expenses incurred on behalf of the Society or for work commissioned by the Committee.
- 6.6 The Society's annual 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 Annual General Meeting.
- 6.7 In the event of the winding up or dissolution of the Society, any remaining assets after all debts and liabilities have been discharged shall be transferred to a charitable institution or institutions whose objects are similar to those of the Society and whose rules preclude the distribution of income and assets among its members.

### 7 GENERAL MEETINGS

#### 7.1 ANNUAL GENERAL MEETING

Within three months of the end of each financial year, the members shall be summoned to an Annual General Meeting of which at least 21 days' notice shall be given in writing to all members. The Committee shall present to each Annual General Meeting the Secretary's Report and the Treasurer's Annual Financial Statement of Accounts, duly audited, concerning the Society during the preceding year, and the Conductor may present a musical report. A copy of the audited accounts shall be presented to each member at least seven days in advance of the Annual General Meeting, together with a list of attendances. Nominations for election to the Committee shall be made by members of the Society in writing and must be in the hands of the Secretary at

## CONSTITUTION

least fourteen days prior to the Annual General Meeting. Should nominations exceed vacancies, an election shall be held by means of a ballot.

### 7.2 SPECIAL/EXTRAORDINARY GENERAL MEETING

A Special (or Extraordinary) General Meeting, of which at least 21 days' notice must be given in writing to members, may be called for by the Committee, or upon written request to the Secretary and signed by at least six members of the Society. The notice must state the business to be discussed.

### 7.3 PROCEDURE AT GENERAL MEETINGS

The Meetings Secretary, or other person specially appointed by the Committee, shall make a full record of proceedings at every General Meeting of the Society.

### 7.4 AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended by a two-thirds majority of the members present at an Annual or Special/Extraordinary General Meeting, provided that fourteen days' notice of the proposed amendment has been sent to all members and provided also that nothing contained therein shall authorise any amendment which shall have the effect of the Society ceasing to be a charity. The Committee shall submit to the Charity Commission any future officially amended copy of this Constitution.

## 8 DISSOLUTION

The Society shall not be dissolved without the consent of three-quarters of those members who shall have paid their subscriptions for the year previous to the year in which the proposal for dissolution is made. Upon dissolution, the Society's remaining assets shall be disbursed as described above under **Finance**.

# Committee and Other Roles

**T**he following roles have been designed to have clear boundaries but to work well together. That is, in many cases, tasks will involve two or more people in talking to each other, but assuming that happens, things should work smoothly. More crucially, no single job should be too monolithic: although some of the roles are substantial, many of the tasks within each role could be delegated to helpers. Most of the jobs have at least one (often several) aspects that could involve one or more assistants. As such, it is envisaged that – in this relatively small choir – particular individuals may well take on more than one Committee role, and other choir members will assist by performing smaller tasks without going so far as to become full Committee members.

## 1 SUMMARY OF COMMITTEE ROLES

The individuals occupying the following positions are all full Committee members and trustees of the Society.

- President
- [Honorary] Secretary
- Assistant Secretary (optional)
- [Honorary] Treasurer
- Assistant Treasurer (optional)
- Meetings Secretary
- Conductor
- Accompanist
- [Concert] Librarian
- Lending Librarian
- Concert Secretary
- Publicity Secretary
- Press & PR Secretary
- Webmaster
- Ticket Secretary
- Recruitment Officer
- Member(s) Without Portfolio (0 to 2 such members)

## COMMITTEE AND OTHER ROLES

### 2 OTHER NON-COMMITTEE ROLES

The following positions are smaller non-Committee jobs, taken on by individuals who are not on the Committee and do not attend Committee meetings.

- Federal Representative
- Press & PR Officer (0 or more such individuals)
- Musical Adviser (0 to 3 such individuals)
- Deputy Conductor (optional)
- Registrar
- Archivist
- Wardrobe Officer
- Membership Officer

### 3 SUMMARY OF INDIVIDUAL ROLES

#### **President**

[president@huddersfieldsingers.com](mailto:president@huddersfieldsingers.com)

- Three-year term of office
- Should ideally be a known figure with potentially useful local contacts to aid with sponsorship, engagements or recruitment
- Act as an ambassador between the choir and the outside world
- Seek to promote the choir and raise its profile
- Attempt to find new sources of funding and sponsorship
- Attempt to obtain engagements for the choir at functions etc.
- Act as the public face of the choir at appropriate events
- May work in tandem with Press & PR Secretary over sponsorship, patronage etc.

#### **[Honorary] Secretary**

[secretary@huddersfieldsingers.com](mailto:secretary@huddersfieldsingers.com)

- Take overall charge of the smooth running of the committee
- Responsible for effective communication of information between committee members
- Primary liaison between Conductor and committee members
- At the request of the Conductor, assist with the arrangement of auditions
- Liaise with Registrar, Membership Officer and Webmaster to ensure that choir membership details are kept up to date in a timely manner
- Verbally introduce new members to the choir following their successful audition; provide a Welcome Pack to new choir members
- Primary contact for external queries, other than those involving recruitment (liaise with Recruitment Officer as necessary)
- Responsible for booking regular/additional rehearsal venues, in conjunction with Treasurer
- Responsible for booking concert venues, in conjunction with Concert Secretary and Treasurer

## COMMITTEE AND OTHER ROLES

- Responsible for booking soloists (sending and receiving signed contracts) in conjunction with Concert Secretary and Treasurer
- Give final approval to any documents whose contents need to be checked before publication/distribution
- Keep choir members informed of developments through emails and/or newsletters as appropriate (perhaps in conjunction with Webmaster)
- Communicate with outside bodies as necessary
- Responsible for completing and submitting the Charity Commission Annual Return

### **Assistant Secretary**

- Optional post, to be filled or left vacant at the discretion of the Committee
- May be filled during a transition year to ease the retirement of the current Secretary, helping to introduce the new incumbent to the main role in the following year
- Duties are the same as those of the Secretary, with the division of labour being the responsibility of the Secretary

### **[Honorary] Treasurer**

[treasurer@huddersfieldsingers.com](mailto:treasurer@huddersfieldsingers.com)

- Maintain the choir's bank account(s)
- Collect and bank subscriptions
- Administer the choir's Gift Aid; send forms to members; make return to HMRC
- Run the choir's 100 Club
- Receive monies from concerts, carol-singing, weddings and other fundraising events
- Provide a financial summary for committee meetings
- Arrange for production of Annual Financial Statement and present it to the choir at the AGM
- Agree soloist fees and venue booking fees in conjunction with the Secretary and Concert Secretary
- Make payments for invoices received for such matters as rehearsal and concert venues, soloist fees, music hire, instrument hire, printing of publicity materials, brochures and programmes, and all other outgoings incidental to the running of the choir
- Pay Conductor and Accompanist remuneration
- Handle matters of insurance as appropriate, in consultation with the Secretary
- May also attend Music Committee meetings if requested to do so, when non-routine financial matters are to be discussed in relation to musical planning

### **Assistant Treasurer**

- Optional post, to be filled or left vacant at the discretion of the Committee
- May be filled during a transition year to ease the retirement of the current Treasurer, helping to introduce the new incumbent to the main role in the following year
- Duties are the same as those of the Treasurer, with the division of labour being the responsibility of the Treasurer

## COMMITTEE AND OTHER ROLES

### **Meetings Secretary**

[meetings@huddersfieldsingers.com](mailto:meetings@huddersfieldsingers.com)

- Schedule committee meetings and the AGM
- Issue meeting agendas
- Take minutes at meetings
- Circulate minutes to members as appropriate (following approval by the Secretary)
- May be requested to attend Music Committee meetings if minutes are required

### **Conductor**

[conductor@huddersfieldsingers.com](mailto:conductor@huddersfieldsingers.com)

- A courtesy Committee post which does not carry a vote, since the Conductor is a paid employee of the choir
- Welcome to attend Committee meetings but not required to do so; however, the Committee may request the Conductor's presence if appropriate to the meeting agenda
- Expected to be the leader of the Music Committee, as this exists to support the Conductor's role
- Expected to write programme notes for each concert and liaise with the Publicity Secretary over the contents of the programme booklet
- Choose appropriate singing members for the Audition Panel of any forthcoming audition(s) and request their attendance; arrange audition dates with prospective candidates (with the assistance of the Secretary, if requested); audition prospective new members; following each audition, accept or reject the candidate and communicate this decision to the Secretary

### **Accompanist**

[accompanist@huddersfieldsingers.com](mailto:accompanist@huddersfieldsingers.com)

- A courtesy Committee post which does not carry a vote, since the Accompanist is a paid employee of the choir
- Welcome to attend Committee meetings but not required to do so
- Expected to be a member of the Music Committee

### **[Concert] Librarian**

[librarian@huddersfieldsingers.com](mailto:librarian@huddersfieldsingers.com)

- The Concert Librarian, or just Librarian, has primary responsibility for music copies
- Arrange for hire or custom printing of music for performance by the choir in its concerts
- Seek approval from the Treasurer for extraordinary expenses
- Pass invoices to the Treasurer
- Keep track of all copies
- Distribute and collect copies, and pursue lost copies assiduously
- Return library copies promptly after the choir has finished with them
- Liaise with the Lending Librarian to ensure that copies owned by the choir itself are available for use as and when necessary
- Expected to be a member of the Music Committee

## COMMITTEE AND OTHER ROLES

### Lending Librarian

[musicshire@huddersfieldsingers.com](mailto:musicshire@huddersfieldsingers.com)

- Provide a temporary home for the library of music copies owned by the choir
- Keep careful track of all copies owned by the choir, ensuring that the inventory remains accurate as the music is used and returned
- Arrange for the hire of music to other choirs/societies as necessary, keeping careful track of such lending, ensuring that all hired-out copies are returned (or compensated if lost) and that appropriate payment is received
- Liaise regularly with the Webmaster to ensure that online records of the choir's inventory are kept accurate and up to date
- Liaise with the Concert Librarian to provide copies for the choir's use in its own concerts as necessary
- Expected to be a member of the Music Committee

### Concert Secretary

[concerts@huddersfieldsingers.com](mailto:concerts@huddersfieldsingers.com)

- Visit, check and approve concert venues as necessary, bearing in mind location, car parking, accessibility, facilities, availability of necessary instruments (piano, organ), acoustics and general suitability (only strictly necessary for new venues)
- Maintain contact with venue regarding detailed usage arrangements
- Ensure that the venue provides adequate publicity for the choir's concerts, including the prominent display of at least one large poster
- Supply concert venue with publicity material for the choir as appropriate (e.g. annual brochure and whatever other advertising and recruitment material may be current), both for display in advance of the event and for interested parties to pick up at the concert
- Liaise with Secretary and Publicity Secretary to confirm details as necessary
- Ensure appropriate availability of the venue, both for the concert itself and any associated rehearsal(s); obtain an emergency contact number for someone who can provide access at short notice
- Liaise with accompanists, guest soloists and the Concert Librarian to ensure that invited guests have all the information and music they require
- Sell programmes to the choir during the afternoon rehearsal
- Sell (or arrange the sale of) programmes to the audience at the concert
- Organise (or oversee the organisation of) interval refreshments
- Organise the checking and selling of tickets at the door in conjunction with the Ticket Secretary
- Collect all monies from the sale of programmes and tickets and pass to the Treasurer

## COMMITTEE AND OTHER ROLES

### Publicity Secretary

[publicity@huddersfieldsingers.com](mailto:publicity@huddersfieldsingers.com)

*(The Publicity Secretary is the person responsible for generating the publicity material)*

- Arrange for the design, production and printing of:
  - (i) Annual seasonal advertising brochures
  - (ii) Three seasonal concert posters (also to be adapted as programme covers)
  - (iii) Concert programmes
  - (iv) Concert tickets
  - (v) Recruitment leaflets and posters as necessary
  - (vi) Whatever other sundry printed materials the choir may need
- Make the above documents available electronically for use online, as appropriate
- Pass all printing invoices to the Treasurer
- Liaise with the Webmaster to co-ordinate printed and online publicity in a timely manner
- Liaise with the Press & PR Secretary to have printed posters, brochures etc. distributed appropriately
- Liaise with the Conductor to obtain programme running order and programme notes for each concert
- Liaise with the Secretary and/or guests directly to obtain guest biographies and pictures
- Liaise with the Press & PR Secretary and/or advertisers directly to obtain adverts for the programme
- At the request of the Press & PR Secretary (and with appropriate notice; e.g. three days minimum), adapt/design material on demand for use in advertising etc.
- Liaise with the Secretary for final approval of printed materials
- Expected to be a member of the Music Committee

### Press & PR Secretary

[pressandpr@huddersfieldsingers.com](mailto:pressandpr@huddersfieldsingers.com)

*(The Press & PR Secretary acts as a personal liaison between the choir and the outside world in terms of its dealings with advertisers and the press; this is a practical role that complements the Publicity Secretary by handling physical distribution of the choir's publicity material)*

- Distribute posters, flyers and annual brochures at the appropriate times and to appropriate venues around the area
- Liaise with local newspapers and radio stations in order to ensure that the choir receives suitable coverage for its concerts
- Negotiate with the local press and radio over occasional special features, such as articles and interviews
- In general, attempt to build good relationships with local media
- Liaise with the Publicity Secretary and Webmaster to provide, as physical prints or electronic files as appropriate, regular promotional material about concerts etc. to all appropriate local media outlets, including those online

## COMMITTEE AND OTHER ROLES

- Request occasional new material from the Publicity Secretary as necessary (e.g. an adapted version of the current concert poster for use as an advert in a particular publication)
- Pursue advertisers to place adverts in the choir's own concert programmes, and actively try to find new advertisers on a regular basis; co-ordinate any others involved in the pursuit of advertising
- Keep track of advertisements and how long they remain current, and liaise with the Publicity Secretary over their appearance in concert programmes.

**Note:** The role of Press & PR Secretary is a particularly demanding one for a single individual to undertake, but at the same time it is also a very modular role, with many self-contained tasks that can be delegated to others. With this in mind, the committee may at any time appoint one or more **Press & PR Officers** to assist the Press & PR Secretary in whatever ways are appropriate. It is entirely feasible, for example, that the role of Press & PR Secretary merely coordinates the work of three subordinate Press & PR Officers, each of whom undertakes the entire work of the Press & PR Secretary but for a single concert only. Alternatively, or simultaneously, a person may be appointed as a Press & PR Officer to undertake one aspect of the job (such as poster distribution) on a regular ongoing basis. Equally, a Press & PR Officer may be appointed to undertake the necessary work for a special one-off event such as a workshop. In this way, this demanding but important role may be split into smaller responsibilities for multiple individuals, each of whom becomes a Press & PR Officer for a particular task or for an individual event. Exactly how the tasks are apportioned is up to the individuals involved. Note that there must always be a single Press & PR Secretary, who will attend committee meetings and coordinate the tasks undertaken by the Press & PR Officers. The Press & PR Officers are not committee members and will not attend committee meetings.

### **Webmaster**

[webmaster@huddersfieldsingers.com](mailto:webmaster@huddersfieldsingers.com)

- Maintain and develop the choir's own website, ensuring that it remains up to date and that all details are correct
- Liaise with other committee members over particular aspects of the site's contents (Lending Librarian; Concert Secretary, Publicity Secretary etc.)
- Ensure that use is made of social media (e.g. Facebook, Twitter, LinkedIn etc.) to support and promote the main site and the choir's activities in general online; NB other contributors may assist with posting to and providing content for social media sites
- Take responsibility for listing the choir's concerts on other online services such as Facebook, Gerontius.net, AYC etc.
- Upload primary information about concerts (poster graphics and related information) to appropriate sites
- Expected to be a member of the Music Committee

## COMMITTEE AND OTHER ROLES

### **Ticket Secretary**

[tickets@huddersfieldsingers.com](mailto:tickets@huddersfieldsingers.com)

- Look after ticket stocks
- Issue subscriber and complimentary tickets
- Take telephone and online orders and arrange delivery
- Sell tickets to choir members at rehearsals, keeping track of who has bought how many and how much is owing
- Sell (or arrange for the sale of) tickets at the door before the concert
- Pass all monies collected to the Treasurer

### **Recruitment Officer**

[recruitment@huddersfieldsingers.com](mailto:recruitment@huddersfieldsingers.com)

- Act as a contact-point for enquiries online (and optionally by telephone)
- Respond to emails in a friendly, coherent and timely manner, volunteering necessary basic information about rehearsal venue, rehearsal times, parking and accessibility etc. and answering whatever questions the enquirer may pose
- Ascertain what voice-part the prospective member hopes to sing and arrange for a 'welcome' by members of the appropriate section when the newcomer arrives at their first rehearsal
- If possible, greet the newcomer personally on first arrival
- Liaise with the Publicity Secretary and Webmaster over the design, content and planning of recruitment material
- Assist as appropriate in the planning of any recruitment campaigns
- Attend (or delegate someone to attend) appropriate events at which new choir members may be sought directly

### **Member(s) Without Portfolio**

[mwp@huddersfieldsingers.com](mailto:mwp@huddersfieldsingers.com)

- Attend committee meetings
- Contribute actively to the discussions
- Be prepared to volunteer for small one-off tasks that may arise

## 4 SUMMARY OF NON-COMMITTEE ROLES

### **Federal Representative**

[fedrep@huddersfieldsingers.com](mailto:fedrep@huddersfieldsingers.com)

The Fed. Rep. acts as choir representative and contact point for Making Music, Kirklees Council, Association of Yorkshire Choirs and other appropriate bodies, and works with the Webmaster as necessary in relation to online content. The Fed. Rep. is also often the first contact point for choirs seeking to hire music, and should acknowledge such enquiries and forward them to the Lending Librarian.

## COMMITTEE AND OTHER ROLES

### Press & PR Officer

One or more Press & PR Officer(s) may work with the Press & PR Secretary to assist in the duties associated with that role, either performing a particular function on an ongoing basis or undertaking the duties of the role for a single event. See **Note** following the description of the Press & PR Secretary's duties, above.

### Musical Adviser

Musical Advisers have significant musical qualifications and/or choral experience, and attend Music Committee meetings in an advisory capacity to help with musical planning. Any appropriate member may act as a Musical Adviser, including Committee members.

### Deputy Conductor

*(Optional position.)*

The choir does not usually employ a Deputy Conductor. However, occasionally one is useful, either during periods when the Conductor is likely to be indisposed for long periods or when many sectional rehearsals are necessary, such that the choir can be split into two groups and rehearsed in two rooms simultaneously. If present, a Deputy Conductor may be, but need not be, a member of the Society, singing or otherwise.

### Registrar

[registrar@huddersfieldsingers.com](mailto:registrar@huddersfieldsingers.com)

Keep track of the attendance of members on a regular basis and present a summary of every member's attendance record at the Annual General Meeting. If a member is in danger of falling short of attending enough rehearsals to take part in a concert, raise this issue with the member in question and the Conductor and Secretary if necessary.

### Archivist

House and maintain the choir's archive of press cuttings, past programmes and other publicity material, and make it available for members to view on request.

### Wardrobe Officer

Provide a home for the choir's stock of uniform items (coloured bow-ties, blouses, waistcoats, skirts etc.). Supply garments of a suitable size to new members and retrieve them from members who leave. Obtain new stocks as necessary in co-ordination with the Committee. On the rare occasions when a new uniform design is needed, be closely involved with the planning of the new style.

### Membership Officer

[membership@huddersfieldsingers.com](mailto:membership@huddersfieldsingers.com)

Keep a record of the choir's current membership in terms of names, addresses, telephone numbers and email addresses. Supply current information to any member on request, and update the Society's membership with the latest information on a periodic basis.

# Membership Information

## 1 REHEARSALS AND ATTENDANCE

### 1.1 REHEARSAL SCHEDULE

Proper notice of rehearsals and concerts shall be given to all members of the Society. Rehearsal meetings shall normally be held on Monday evenings from 7:30–9:30 pm, but may be varied both as to day and time as circumstances dictate. There will be up to forty Monday rehearsals per concert season, with between twelve and fifteen weekly rehearsals for each of the three concerts.

### 1.2 REHEARSAL FORMAT

Rehearsals should begin promptly at 7:30 pm and continue for a full two hours. After approximately one hour there will be a short break for announcements, other brief Society-related discussions and personal matters. Such breaks will typically be between five and ten minutes in duration, and should not exceed ten minutes at maximum other than in order to discuss exceptional and urgent Society business.

### 1.3 CONDUCTOR

The Conductor shall have control during all rehearsals and public performances of the Society. In the unexpected absence of the Conductor, responsibility will devolve to the Deputy Conductor, in the event that one has been appointed, and then to the Accompanist.

### 1.4 REGISTRAR AND ATTENDANCE

A Registrar shall record attendance of all members at rehearsals and public performances of the Society. Members who expect to miss any rehearsal should send their apologies in advance to the Registrar, either by emailing [registrar@huddersfieldsingers.com](mailto:registrar@huddersfieldsingers.com) or by telephoning the Registrar personally. A summary of all individual members' attendance figures for the year will be available at the Annual General Meeting. The Registrar should, in conjunction with the Treasurer, keep track of any members who appear at an AGM or other meeting and are ineligible to vote due to the non-payment of their subscription.

## MEMBERSHIP INFORMATION

### 1.5 MEMBERSHIP REGISTER

The choir maintains a list of contact details of its current members (name, address, phone number and email address), which is available to other members of the Society. This list is maintained by the Membership Officer; should any of a singer's contact details change, the Membership Officer should be informed of the new details, either in person or by emailing [membership@huddersfieldsingers.com](mailto:membership@huddersfieldsingers.com).

### 1.6 ELIGIBILITY FOR CONCERT PERFORMANCE

In order to qualify for participation in any concert, every individual member is expected to attend a minimum of approximately two-thirds of the associated term's weekly rehearsals, including the final one prior to the concert day. The exact proportion of rehearsals to be attended for any given event shall be at the discretion of the Conductor and the Music Committee. With this in mind:

- 1.6.1 Members should notify both Registrar and Conductor of any known forthcoming problems of attendance as far in advance as possible.
- 1.6.2 The 'two-thirds of rehearsals' attendance rule may be relaxed slightly at the discretion of the Conductor and Music Committee for more experienced and able singers. Even so, all participating singers should ideally have attended a minimum of at least half of all rehearsals, regardless of ability or experience, because attendance of rehearsals is about more than merely learning notes; another crucial aspect is the matter of being familiar with the Conductor's approach to the music. Ultimately, the ability to grant permission to participate in a concert rests with the Conductor in consultation with the Music Committee.
- 1.6.3 If a member knows in advance that they will not be able to attend enough rehearsals to qualify to sing in a concert, they should discuss this with the Conductor. The Conductor may then request, at their discretion, that the singer refrain from attending all of that term's rehearsals, in order to avoid the creation of a false impression of the forces available for the concert. Missing a term's rehearsals and concert in this way will **not** entitle the member in question to a commensurate reduction in subscription rate or refund, as it is for individual members to ensure that they can fulfil their commitments to the Society.
- 1.6.4 By contrast with the previous point, if a particular member is regularly unable to participate in a particular concert on an ongoing annual basis (perhaps because of work-related or other commitments), the Committee may, at its discretion, set up an individual arrangement whereby the member participates in only one or two of the season's concerts and pays a one-third or two-thirds subscription rate in line with this regular level of attendance.

## MEMBERSHIP INFORMATION

### 2 CONCERT DRESS AND PRESENTATION

#### 2.1 CONCERT DRESS: FEMALE

Ladies shall be issued with a colourful choir jacket, a white blouse and a long black skirt, all to be worn at concerts. Black shoes must be worn, preferably without stiletto heels (for safety). Ladies may choose to wear black trousers (their own personal property) instead of a skirt at informal events (see below).

#### 2.2 CONCERT DRESS: MALE

Gentlemen shall be issued with a colourful choir waistcoat and coloured bow tie. Standard concert dress comprises a black dinner jacket and matching trousers, a white or dress shirt, and the coloured choir bow tie. Unlike the ladies' jackets, gentlemen's waistcoats are optional on a per-concert basis and may be worn (by everyone or by no-one) as determined by such factors as the temperature of the day and the nature of the concert. Black shoes that fully enclose the feet must be worn (not sandals).

#### 2.3 INFORMAL EVENTS

During informal events (such as workshops, carol-singing or other non-concert performances), singers may wear a choir sweatshirt or fleece jacket, branded with the choir's logo, which may be obtained (subject to availability) from the Society in a range of plain colours. Choir sweatshirts and fleeces should be worn with black-coloured trousers (or, optionally, informal black skirts for ladies).

#### 2.4 FOLDERS

Every choir member shall be issued with a folder featuring the choir's logo. Folders shall be used for all performances, both to sing from and to contain the performance's full set of music, and, when not in use, should be held closed in front of the singer with the logo facing out.

#### 2.5 PROPERTY

Ladies' jackets, blouses and skirts, men's bow ties and waistcoats, and choir folders remain the property of the Society and must be returned when a singer leaves the choir. Sweatshirts and fleeces are purchased by individual singers and become their own personal property. It is the responsibility of individual members to purchase, as appropriate, their own evening dress suit for concert use and black trousers (if required) for informal events. New choir members may be asked to pay a deposit on being issued with Society-owned property; this deposit shall be refunded upon the return of the property at such time as the member leaves the choir.

## MEMBERSHIP INFORMATION

### 3 MUSIC

#### 3.1 LIBRARY MUSIC

The Concert Librarian shall take overall responsibility for all music used by the Society during its preparations for any particular concert, whether that music is owned by the Society or borrowed from another source.

#### 3.2 IDENTIFICATION

Each choir member shall be assigned a unique serial number, known as their **Choir Number**, which they shall retain for the duration of their membership. The Choir Number of each member shall be pencilled on the front of each item of music on loan to that member by the Concert Librarian.

#### 3.3 LIABILITY

The Concert Librarian shall keep track of each musical score loaned to every individual choir member by means of Choir Numbers, and all music must be returned when required by the Librarian. Any copies that are damaged or lost by an individual member must be replaced or paid for by that member.

#### 3.4 MARKINGS

Scores should be marked in pencil only, and markings should be erased by each singer before the music is returned after a concert. This applies even to music owned by the Society, which individual singers may expect to reuse in future, because the Society's scores may on occasion be hired out to other organisations. The one exception concerns known and verified printing errors, which may be marked as permanent corrections.

### 4 ONLINE RESOURCES

The choir has a comprehensive website which provides much useful information. Many common questions that are asked by choir members can be answered quickly by checking the website. Here are some useful points to be aware of regarding online resources:

#### 4.1 WEBSITE

The choir's website may be found at any of the following addresses:

<http://huddersfieldsingers.com>

<http://www.huddersfieldsingers.com>

<http://the.huddersfieldsingers.com>

#### 4.2 REPERTOIRE

The musical repertoire of forthcoming concerts will generally be presented some considerable time in advance as part of the forthcoming concert listings on the website,

## MEMBERSHIP INFORMATION

as well as in the seasonal brochure in summary form. Full details of the repertoire of past concerts are also stored on the website.

### 4.3 VENUE DIRECTIONS

The choir's concerts take place in a range of venues, directions to which are always provided on the website. Simply locate the appropriate concert information in the list of forthcoming concerts and click on the address of the venue. This will lead to an interactive map.

### 4.4 SEASONAL BROCHURE

The annual brochure listing the season's concerts and other choir information, which can be obtained from choir members and other information venues in physically printed form, can also be downloaded in PDF form from the opening page of the website.

### 4.5 TICKETS

Concert tickets may be purchased online from the website, both individually and as sets of season tickets.

### 4.6 PRIVATE AREA

The website contains an area with private information for choir members only, not visible to the general public, including occasional helpful rehearsal materials. It may be accessed by entering the following login details:

Username: LocalVocal

Password: 507768

### 4.7 PERSONNEL

A page about choir personnel on the website lists all the choir roles, including all Executive Committee and Music Committee positions, and their current incumbents.

### 4.8 CONTACT INFORMATION

The Society has a comprehensive email system, with dedicated email addresses being available for contacting the majority of committee personnel. The email addresses for the various official roles are listed both in the **Committee and Other Roles** document and on the choir personnel page on the website. In brief, the choir has both personal and 'role' email addresses, as follows:

#### 4.8.1 PERSONAL EMAIL ADDRESSES

Personal email addresses belong permanently to the named individual and take the form **firstname.lastname@huddersfieldsingers.com**; such addresses always apply to the same person.

## MEMBERSHIP INFORMATION

### 4.8.2 'ROLE' EMAIL ADDRESSES

'Role' email addresses are impersonal addresses, associated with committee and other roles. These email addresses are updated as appropriate to forward email to whoever is occupying the role at any particular time. Examples include [secretary@huddersfieldsingers.com](mailto:secretary@huddersfieldsingers.com) and [conductor@huddersfieldsingers.com](mailto:conductor@huddersfieldsingers.com).

### 4.8.3 SPECIAL EMAIL ADDRESSES

Some special email addresses send messages to several people at once:

4.8.3.1 [committee@huddersfieldsingers.com](mailto:committee@huddersfieldsingers.com) sends email to all the Executive Committee members (**excluding** Conductor & Accompanist).

4.8.3.2 [music@huddersfieldsingers.com](mailto:music@huddersfieldsingers.com) sends email to all members of the Music Committee (**including** the Conductor & Accompanist).

4.8.3.3 [singers@huddersfieldsingers.com](mailto:singers@huddersfieldsingers.com) sends email to all singing members of the choir (**excluding** the non-singing officials).

4.8.3.4 [choir@huddersfieldsingers.com](mailto:choir@huddersfieldsingers.com) sends email to all members of the choir (**including** both singing members and non-singing officials).

## 5 REHEARSAL AND CONCERT GUIDELINES

In the interests of the smooth running of rehearsals and professional presentation of concerts, singers are requested to observe the following common-sense points during meetings of the Society:

- 5.1 Please try to arrive promptly for all rehearsals and concerts, and be ready to start singing at the official starting time.
- 5.2 Mobile phones and the like should be silenced prior to entering the rehearsal room and kept concealed; they should never be used while a rehearsal is in progress.
- 5.3 Please familiarise yourself with the music as necessary in your own time, including by listening to recordings.
- 5.4 Please keep chatter to a minimum during rehearsals and, in particular, please do not talk to a neighbour while the conductor is speaking.
- 5.5 If clarification of a musical point is required, raise your hand and ask the Conductor when prompted, rather than initiating a discussion with neighbours.
- 5.6 At concerts, please be absolutely certain to silence or shut down your mobile phone before the performance begins.
- 5.7 If you are delayed and miss the start of a concert, please wait at the back of the venue for the remainder of the first half and join the choir after the interval for just the second half of the performance.

# Audition Procedure Guidelines

**T**he precise nature of the process used to audition candidate singing members of the choir shall be at the discretion of the incumbent Conductor. However, in order to maintain consistent musical standards and fairness in admission requirements, it is expected that all candidates shall be subjected to a standard audition process whose broad nature will be similar to that outlined below, and that, in order to be accepted, any candidate must perform satisfactorily in all tested categories, according to the judgement and mutual agreement of the members of the Audition Panel.

The candidate shall be notified verbally of their audition time one week in advance of it, and may be given one or more piece(s) of music to prepare. The piece used may optionally be a standard item, chosen as being suitable for use in all auditions.

The Audition Panel will typically be composed of the Conductor, the Accompanist and three other trusted singing members of the Society: one for each voice part other than that of the applicant candidate. Other observers may be present at the Conductor's discretion, but should be kept to a minimum so as not to cause undue stress for the candidate. Any such other observers shall not be considered part of the Audition Panel unless explicitly invited in that capacity by the Conductor prior to the audition.

The candidate shall be tested as follows (in the following order, to assist in the process of vocal warm-up and confidence-building):

## 1 SCALES AND EXERCISES

The candidate shall sing scales and vocal exercises as directed by the Conductor in order for an assessment to be made of their vocal range, comfortable tessitura, vocal quality, breath control and ability to sing in tune. There may also be a simple aural test element, such as

## AUDITION PROCEDURE GUIDELINES

requesting the candidate to sing a specified note from a three-note chord played on the piano.

### 2 CHORAL SINGING IN CONTEXT

The candidate shall sing their vocal part in the prepared piece(s) with the three other singing members, in order to assess their success at learning music in private, their general musicianship when singing with others, and their ability to blend and balance with other singers and to hold their own line.

Alternatively, if an audition has to be arranged at short notice, or without the ability to supply the candidate with music to prepare, or otherwise at the Conductor's discretion, the music used may be a passage of a piece that the choir is rehearsing for its next concert, providing that adequate rehearsal time has been expended on the passage in question and that the candidate member was present at the rehearsal(s) and thus is familiar with the part.

### 3 SIGHT-READING IN CONTEXT

The candidate shall sing their vocal part with the three other singing members in a piece of unfamiliar music, in order to assess their sight-reading ability within a normal choral context. The difficulty level of the piece chosen should (under normal circumstances, though depending to some degree on the candidate) be of easy to no more than moderate difficulty, and should be free of traps or passages that might reasonably be expected to trip up an average singer. Perfection is not to be expected, but at least a reasonable level of competence should be demonstrated by the candidate. Note that the piece used may be a standard item in auditions, and not sight-reading to the other singers involved; indeed, they should be providing a solid foundation for the candidate.

### 4 (OPTIONAL) SOLO SIGHT-READING

Prospective members of the Society are not routinely expected to sing in a solo capacity, so the audition process is intended to assess singing ability in a choral context and an ability to blend rather than a capacity to stand out as a soloist. However, solo opportunities do arise, and some singers may be interested in singing solos from the outset, or may have a voice that suggests their suitability for such occasional work. Therefore, for singers for whom it seems appropriate, the audition process may optionally include a request for the candidate to sight-read an appropriate solo passage in order for their abilities in a prospective solo capacity to be assessed. The solo passage would normally be accompanied on the piano unless particular circumstances dictate totally unaccompanied singing.

A single audition will typically last for around ten to fifteen minutes.

## AUDITION PROCEDURE GUIDELINES

Once the audition procedure is complete, the candidate will be asked to leave the room temporarily while the Audition Panel discusses their performance. Acceptance or rejection shall be according to the majority agreement of the participants, with the Conductor having the final decision in the event of a close disagreement.

The candidate shall then be informed by the Conductor (perhaps in the presence of the Audition Panel, at the Conductor's discretion), immediately and in person, of their acceptance or rejection. If the candidate is rejected, the Conductor may wish to offer constructive advice on areas of weakness and how to address them.

If the candidate is accepted, then the Secretary will be informed and, during the next mid-rehearsal break, will announce their new membership and welcome them into the choir. A Welcome Pack may also be presented to the new member, including a booklet containing the Constitution and other pertinent choir information, such as dress code, and a copy of the current seasonal brochure.



# The Huddersfield SINGERS

Registered Charity N° 507768

