

## Rules and Regulations of Shoreham Oratorio Choir

### 1. Policy Documents

A set of Policy documents is available on the choir website in the Members area.

These documents are intended to give confidence and provide assurance to members that we take our responsibilities seriously.

The policy documents set out our approach to dealing with each particular area. The aim is to:

- Help with decision making – providing a framework for fair and effective decisions.
- Be a good reference point for people interested in joining the choir – so they know what to expect and what is expected.
- Provide clarity of procedure for dealing with any issues that occur.
- Help with succession planning – as new people join the committee, documented policies help with the consistent and smooth running of the choir.

### 2. Roles and Responsibilities of Committee Members

The committee shall be made up of officers who undertake the following roles. Further roles can be adopted as deemed appropriate by the committee and if necessary, the committee can co-opt a member to fulfil the role until such a time as that person can be elected onto the committee.

#### **Chair**

The role of the Chair is to represent the choir on an official basis and oversee the committee's work while supporting and protecting the choir's reputation.

#### **Concert Secretary**

The role of the Concert Secretary is to liaise with concert venues and oversee arrangements on concert day.

#### **Friends Secretary**

The role of the Friends Secretary is to manage the relationship with the Friends of the Choir and work with committee members to organise social events.

#### **Membership Secretary**

The role of the Membership Secretary is to keep an up-to-date record of the members and oversee the welcoming of new members.

#### **Music Secretary**

The role of the Music Secretary is to assist in the hire or purchase of scores and take care of their distribution and return.

#### **Publicity Secretary**

The role of the Publicity Secretary is to oversee the promotion of the choir, including the distribution of posters and advertising.

**Secretary**

The role of the Secretary is to oversee the administration of the choir, including taking the minutes of committee meetings and maintaining the choir's email account and directing enquiries to relevant members of the committee.

**Treasurer**

The role of the Treasurer is to oversee the financial well-being of the choir by assisting in planning and managing budgets and presenting accounts to the committee. The Treasurer is responsible for the collection and recording of choir subs.

**3. Appointment of Trustees**

All members of the committee are trustees of the choir. Appointment of the trustees is detailed in the constitution of the choir.

Currently there is no maximum number of three-year terms set for elected trustees to be eligible for re-election.