



MEMBERS' MANUAL

2015

MacKay Choristers Members' Manual

Rehearsals: The Choristers are active for two sessions each year – a fall session from beginning of September to mid-December and a winter-spring session – mid-February to the end of May. Rehearsals are Thursday mornings at the MacKay Centre from 9:30 am to 11:30 am with a 10-minute break. Prior to concerts or special events, extra practices may be added. Dress rehearsals will be held either the day of the concert, or the Thursday immediately prior to the concert. Members are encouraged to arrive a little ahead of time to pick up any new information, put on name tags and prepare music for rehearsal to start at 9:30 am sharp. Members are encouraged to bring their own coffee mugs to avoid unnecessary waste.

Attendance: Ever since the Choristers began, there has been very high attendance at rehearsals. Attendance records are kept by the secretary. If a member misses more than three weeks in a row, the Section Mentor checks to see if there is a problem. If members plan to be away for an extended period of time (holiday, health problems, etc) they usually let the director know or record the anticipated absence on the attendance sheet. Knowing that members may be away assists the planning for concerts. Members are asked to wear their name tags at every rehearsal.

Membership Dues: For 2015-16, membership is \$85. Fees include a \$10 annual membership in the MacKay Centre plus the cost of music, honoraria and other expenses. Announcement of fee changes are made during the AGM in May.

Music: At the beginning of each session, each member receives a set of music and a folder. The music and folder are to be handed back at the end of each session unless otherwise advised by the Librarian. Each member is encouraged to keep the music in good order. The folders are the property of the MacKay Choristers and should be treated with care. If leaving before the end of a session, music and binders should be returned to the librarian. During rehearsals and when practising at home, members can use pencils to mark special places or help with problem parts. **No ink or highlighter please so that music can be used by others if assigned to someone else in later sessions.**

Practice Tools: For practice assistance, please speak to the director. Also, please access the MacKay Chorister Website where music will be recorded to assist with learning parts.

Uniforms: Through fund-raising projects, the choir purchased uniforms worn by the ladies and the ties worn by the men. Men must provide their own navy blue blazers, white shirts and gray trousers, and wear the tie noted above. Women's uniforms are available for rent. Rental is \$25 per year. If a lady takes a leave of absence, she is asked to leave her uniform, with name attached, with a member of the uniform committee, so it may be used by another member if necessary. Uniforms may also be purchased; consult the committee.

Casual dress: Golf shirts bearing the choir logo are the casual uniform for informal singing occasions. The chair of the uniform committee has some on hand or can order others as the need arises. Golf shirts are available at a cost of \$15 per member. If a member wishes to purchase additional shirts or other goods bearing the logo, they may do so at their own cost from the supplier.

Fragrances: Members are asked to refrain from wearing scented fragrances (after-shave lotions, hairspray, cologne or perfumes) to rehearsals or performances as some of our members are pre-disposed to allergic sensitivities or reactions.

Performances: Only when the music is really secure can it be performed with confidence and sensitivity. It is recommended that new members not sing in a concert until they have attended at least four rehearsals. Any member who has been absent for the three rehearsals prior to a concert, will not sing at that performance. Consult the director if in doubt.

Leaving the Choir: When a member no longer wishes to be active in the choir, he/she is requested to return the music, binder and uniform to the appropriate committees. Sweatshirts and golf shirts belong to each member so do not have to be returned. However, arrangements can be made to have them sold as second-hand garments, if requested.

Medical Emergencies: If a medical emergency should arise, **call 911**, then ask anyone with any medical expertise to assist the person.

Website: www.mackaychoristers.ca

The Executive: The Executive committee is composed of President, Vice President, Past President, Secretary, Treasurer, Web Representative, Member-at-Large, and Director (Ex-Officio). The term of office is a minimum of two years.

Role of President:

- Chair executive meetings
- Bring information to choir members through phone calls, e-mails, or announcements at rehearsals
- Monitor committees for needed assistance, information to be shared or announcements (attendance, sickness, librarian information, instructions for music, etc.)
- Provide leadership in making physical arrangements for meetings, concerts and rehearsals (risers, music stand, podium, chairs, car pools, ticket sales promotion, etc.)

Role of Vice-President:

- Act in president's absence
- Assist president in various assignments
- Negotiate rental contracts for use of risers and keyboard
- Ensure that the podium, music stand and notice board are properly stored at the end of rehearsals

Role of Past President:

- Provide experience, stability and support
- Chair the nominating committee

Role of Secretary:

- Keep minutes of executive meetings
- Keep records of any business decisions made during practices
- Responsible for correspondence and cards and notes to members for special occasions, illness or bereavement as notified by members or others

- Together with treasurer, send flowers or donations in case of death in the family of a choir member
- Keep attendance records and inform president and secretary of extended absences
- Supervise the attendance sheet for member use
- Maintain an accurate record of members' mailing addresses, phone numbers and e-mail addresses

Role of Treasurer:

- Collect dues from members, bank all receipts
- Pay all expenses, including honoraria
- Keep book-keeping records listing receipts and expenditures, provide financial reports as needed
- Transfer funds to MacKay Centre for memberships
- Forward a year-end financial statement to the MacKay Centre. (MacKay Chorister fiscal year is June 1 – May 31.)

Role of Web Representative:

- Liaison between Executive and Webmaster
- Ensure information on Website is kept current

Role of Member-at-Large:

- Act as liaison between director, executive and members

Standing Committees:

- Each standing committee selects a person who may attend executive meetings, if requested

Role of Library Committee: (Two members)

- Number and stamp music and keep it filed in alphabetical order
- Put music in brown envelopes according to member number, for pick up at the start of each session
- Assign binders to each member
- Help members to find their sets of music
- Sort and store music at the end of each term

Role of Mentors: (Four Mentors - one from each section)

- Welcome and introduce new members, ensure they receive a Choristers' Manual, introduce them to the Treasurer (re dues), Uniform Co-ordinator, Librarian, etc.
- Each mentor will have a current list of members in their section and will call each of those people if there is an emergency, eg. "Snow day", as instructed by the President
- Each mentor will greet new members in their section each week until they feel the new member is well-integrated into the choir
- Accepts calls regarding inability to attend practice or event and subsequently emails Director with this information

Role of Social Committee: (Three members)

- Make arrangements for refreshments as requested by the executive
- Plan and make arrangements for a social event to end each session
- Set up water and refreshments for rehearsals (choir members to provide their own cups)
- Initiate any other social activities and present ideas to the executive

Role of Uniform Committee: (Two members)

- Provide uniforms for new members
- Check uniforms of members on leave
- Get uniforms from those leaving the choir and store in the choir cupboard at the MacKay Centre
- Look after re-ordering, collecting payment and distribution of golf shirts as requested by the executive

Role of Advertising Committee: (Two members)

- Responsible for publicity – placing ads, arranging for posters, and promotion of events as requested by the executive

Role of Archivist: (One member)

- Keep old records, correspondence, newspaper items, photos, programmes, posters, etc. in a neat and tidy manner

Role of Nominating Committee:

- Composed of the past president, incoming president and two other members at large
Finds candidates to fill all positions on the executive committee and presents the slate at the AGM at the end of the Spring session

Role of the Director:

- Choose and purchase music which has variety and is of suitable difficulty to challenge the choir
- Conduct rehearsals and concerts
- Suggest activities and concerts which stimulate interest
- Work with executive to put ideas into place
- Attend most executive meetings as non-voting member as requested by the executive
- Work with other community groups to schedule and help organize joint musical events
- Receive an honorarium as negotiated by the executive

Role of Accompanist:

- Perform for rehearsals and concerts
- Provide support to the director
- Receive negotiated honorarium

Distribution of Members' Manual

- Manual will be posted on Website
- Each member will receive one "hard copy" of Manual
- Each new member will receive one "hard copy" of Manual when they join