

## Making Barts Choir Happen – we need your active involvement

Over the last few months, the Committee has been re-organising the way we run Barts Choir. We have now created a Trustee Board (formerly the Choir's Committee) to focus on longer-term strategic and governance issues, and a separate Operational Group to do the day-to-day work. There is an enormous amount involved in running a choir like ours which currently falls to a fairly small number of people. At AGMs, we regularly discuss things we'd like to do (more publicity/PR, build our reputation, recruit more members) – but this can't happen unless we get more people involved in the hands-on work. This document outlines what help we need. Do please consider carefully what you might be able to contribute. In totality, it all looks like a daunting amount of work, but if enough people did a little bit each, no individual need be overloaded.

### Being a Trustee

There is a document on the members page of the website which outlines the key aspects of being a Trustee of Barts Choir (a registered charity). In essence, the requirements are to attend a meeting approximately once a term, and to be prepared to use your personal commitment and your professional knowledge to oversee the running of the choir. We are limited by our Constitution to a maximum of 12 Trustees. At the next AGM, we will be down to five (the minimum), so we need some new people to join the Trustees Board (formerly known as the Committee). We will publish the nomination process nearer to the AGM (which will be in July) but in the meantime, if you think you might be interested and would like to know more, please talk to, or email, Kate on [secretary@bartschoir.com](mailto:secretary@bartschoir.com).

The positions of Honorary Secretary and Honorary Treasurer are filled by Trustees (as specified by the Constitution), and are for a fixed period. We are particularly interested in Trustee nominations of people who would be interested in taking on one of these roles in the future. If you know someone in the choir who you think would be good at either of these roles, please let Kate know ([secretary@bartschoir.com](mailto:secretary@bartschoir.com)) and she will approach them if you don't want to do it yourself. The Treasurer, in particular, could do with being able to share out some of the work, especially the management of Gift Aid – you don't need to be a Trustee to help out with this. Please talk to Chris Yates, or email him on [treasurer@bartschoir.com](mailto:treasurer@bartschoir.com).

### Getting the work done

Our operational activities fall into four broad areas: concert planning and management, marketing, repertoire planning, and member management.

**Repertoire planning** is led by Jonathan Startup. Responsibilities are to identify future repertoire which takes into account the venue, the complexity of the music, the capability of the choir, the length of the term, the popularity of the piece (and therefore its ticket-selling potential), the size, make-up and cost of the orchestra, the number of soloists etc. This group would benefit from more knowledge of the choral repertoire – both the “traditional” and the less well-known.

**Concert Planning and Management** covers:

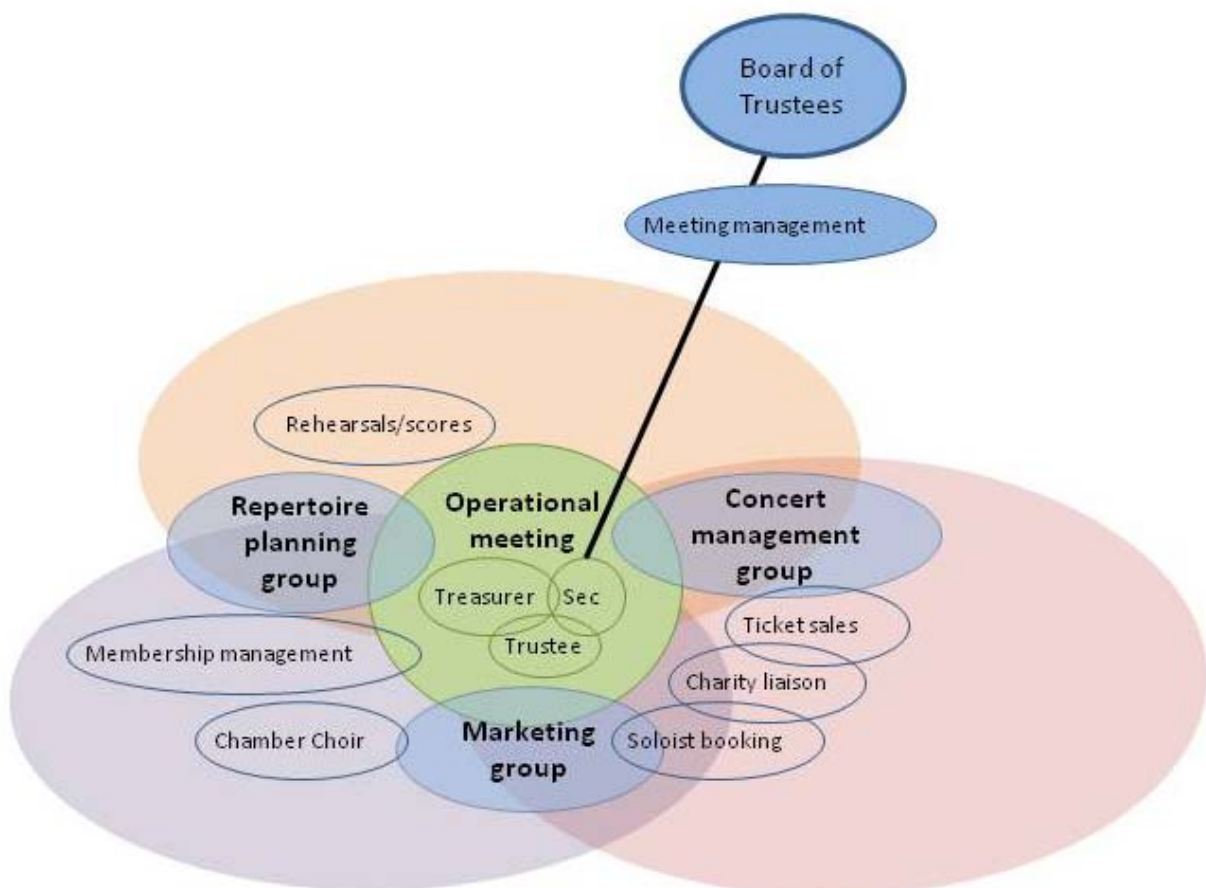
- Identifying, booking and negotiating with venues and liaising with them
- Booking all professional performers for concerts, with appropriate contracts
- Compliance with all PRS/FEU requirements
- Timely production of fliers and other publicity material, and concert programmes
- Managing the sale of tickets to the choir, which includes liaising with venues
- Making the choir aware of all concert requirements (dress code, access to venue, timings etc)
- Booking all other concert resources (eg staging, chairs, lighting etc)
- Ensuring resources in place for concert set-up and take-down
- Identifying people to take the lead on managing other regular or ad hoc activities, such as the Barts Memorial Service, LGFB etc

Our on-the-day concert logistical requirements are overseen by Jonathan Startup, with a small team of helpers – we could always do with more people here. Everything else is short-handed. Ideally, we need someone to take on the role of Concert Manager – in effect, this is a project/programme management role, ensuring that everything gets done but not necessarily doing everything yourself. If you would be interested in taking on even one small activity in this list, do please step forward.

**Marketing and communication:** we urgently need someone to take the lead on our marketing and publicity activity. We are looking at hiring in some professional help, but someone needs to take a strategic view of what we’re trying to achieve with our external communication activities, and to help us enhance and grow our reputation. Again, if you would be interested in taking on one small part, or being involved in some way with this activity, do please volunteer.

**Member management:** all the communication with past, current and future members. Current activity consists of Monday Notes, the website, and the occasional email, as well as the liaison with members undertaken by the Voice Reps. It also includes organising rehearsals and sourcing of scores. We need people to lead a recruitment drive to get more singers (working with the Marketing people), to beef up our “internal communication” and to ensure that the voice and opinions of members are accurately and regularly represented to the Trustees. Jennie Boyce plays a leading role in this but needs more help.

A diagram (for those who like this sort of thing) of how it all fits together is below.



More detail on all the work necessary to run our choir is given in the table below. PLEASE THINK CAREFULLY ABOUT WHAT YOU COULD OFFER. Even if you only have a small amount of time, or a general ability to organise things and get things done, and you can’t quite see how it might be useful, please volunteer anyway and we will be happy to help match skills to tasks. Please email [secretary@bartschoir.com](mailto:secretary@bartschoir.com) with a summary of your skills, professional expertise, areas of interest and how much time you are able to give, by Monday 4 April 2011.

**Repertoire planning**

- Identifying suitable pieces, venues and performers which provide both satisfaction and challenge for the members and the Conductor and which, over the course of each year, are designed to make a profit to enable charitable donations
- Take account of financial constraints
- Agree which editions of scores are to be used

**Concert management**

- Booking venues and liaising with them
- Ensuring all professional performers are booked for concerts, with appropriate contracts
- Compliance with all PRS/FEU requirements
- Ensuring timely production of fliers and other publicity material, and concert programmes
- Ensuring tickets are available for sale to the choir
- Ensuring the choir are aware of all concert requirements (dress code, dress rehearsal access to venue, timings etc)
- Ensuring all other concert resources are booked (eg staging, chairs, lighting etc)
- Ensuring enough resources in place for concert set-up and take-down (in venues we have to manage ourselves such as St Augustine's)
- Identify people to take the lead on managing other regular or ad hoc activities, such as the Barts Memorial Service, LGFB etc

**Liaison with the conductor**

- Ensuring the conductor is involved in all relevant discussions and decisions (repertoire, concert planning, strategic vision etc)

**Publicity/Marketing management**

- Devise and implement a strategy to raise the profile and reputation of the choir over the longer term
- Devise and implement short term plans for publicising individual concerts and maximising ticket sales
- Make and maintain appropriate contacts that enable the generation of publicity
- Maintain the choir's website

**Membership management**

- Respond to all membership enquiries generated by the website, publicity and word of mouth
- Ensure information for members is produced in a timely way and distributed appropriately (paper, website etc). This includes the production of Monday Notes and keeping the Members section of the website up-to-date
- Devise and implement a recruitment strategy
- Where necessary or appropriate, provide co-ordination of messages out to members via voice reps
- Act as a conduit for views and suggestions from members, using voice reps as appropriate, including organising surveys of members' views
- Maintaining records of members, producing pink slips, emailing members as appropriate

**Charity liaison**

- Manage the nomination and selection process for partner charities
- Act as the point-of-contact for the charity on attendance at rehearsals, concerts and any other mutual issues
- Ensure the charity are kept informed of all concert dates and their responsibilities eg to provide copy for programmes

**Soloist identification, booking and management**

- Keep across the soloist talent market, particularly those in the early stages of their careers
- Identify suitable singers for the range of solo roles likely to be performed by Barts Choir
- Make recommendations to the conductor and the Trustees about possible candidates for specific repertoire
- Build relationships with soloists and, where appropriate, their agents
- Negotiate fees with soloists and, where appropriate, agents in line with concert budgets agreed by the Trustees

- Book soloists for concerts, ensuring they know what parts they are singing, which edition of the score, dress rehearsal logistical arrangements, and concert arrangements including dress code
- Ensure contracts are issued and returned
- Look after soloists at dress rehearsals and concerts
- Ensure soloists receive their cheques during dress rehearsals or after concerts

#### **Strategy development**

- Take the lead on devising a strategy for the future of the choir, which reflects the charitable aims laid out in the constitution
- Ensure that all marketing, publicity and other communications reflects and supports the strategic aims
- Identify contacts and partners who can help achieve strategic aims

#### **Finance**

- Produce timely budgets for concerts and any other activities
- Produce annual accounts and any other financial updates as required by the Trustees
- Liaise as appropriate with auditors and the Charity Commission
- Manage Charity funds and ensure the Trustees are fully informed of current financial status
- Ensure all fees are paid in a timely manner, in line with contractual obligations
- Make recommendations as necessary about prudent financial management
- Ensure signatories to charity accounts are up-to-date and the individuals are aware of their responsibilities
- Keep abreast of all financial and legal requirements and Charity Commission guidance
- Risk management on all operational activities
- Review fees and remuneration of all suppliers to the choir at regular intervals, including those of the conductor and rehearsal pianist (to be reviewed annually)
- Manage the Gift Aid process

#### **Rehearsals/scores**

- Ensure rehearsal venues are booked well in advance and at appropriate rates
- Monitor rehearsal hours and ensure the Conductor and Rehearsal Pianist are paid accordingly
- Ensure scores are available for members to buy at the beginning of each term
- Ensure all conductor/orchestra scores are supplied as required
- Maintain good relationships with rehearsal venues across London, find new venues as required

#### **Chamber Choir**

- Liaise with the Conductor on concert schedule and repertoire
- Liaise with Concert Manager and Rehearsals Manager to ensure Chamber Choir and main Choir commitments dovetail, avoid clashes
- Liaise with Chamber Choir members on all rehearsal and concert details
- Liaise with the Charity Liaison Officer over retiring collections at Chamber Choir concerts
- Ensure subscriptions are set appropriately, in liaison with the Treasurer, and that all monies are accounted for

#### **Social Organiser**

- To organise social events as appropriate, particularly social gatherings after concerts

#### **Meeting paperwork and agendas**

- Timely production of agendas and papers for meetings, consulting relevant people
- Production of minutes of Trustee Committee meetings