



## **Description of Duties and Responsibilities for Directors, Appointees, and Committee Chairs**

Adopted by Newcombe Singers Board of Directors – 3 March 2021

As set out in the Newcombe Singers Society bylaws adopted by membership on 5 November 2018, the composition of Newcombe Singers' Board of Directors is as follows (Bylaws §27.1 and §27.2):

- Directors of the Society shall be the President, Vice-President, Secretary, Treasurer, and up to seven (7) Directors at Large, not to exceed a total of eleven (11) Directors
- The Immediate Past President shall be one of the Directors at Large

Basic duties of the four Executive Directors (President, Vice-President, Secretary, and Treasurer) are prescribed by the Societies Act of British Columbia and Newcombe Singers Society bylaws. These duties are refined further in this document.

Directors at Large are responsible for planning and conducting other Society business, e.g., choir management, music library management, membership coordination, hospitality, promotion, advertising, and fundraising (Newcombe Singers Bylaws §36).

In consultation with Executive Directors, Directors at Large together decide who will take which Director at Large duties. One Director at Large may take more than a single duty, or one duty may be shared by more than one Director at Large. For example, promotion and advertising might be shared. Executive Directors also may take on additional duties. This framework provides flexibility for sharing directorial duties among members of a Board that can fluctuate in size from year to year, and takes advantage of each Director's expertise, abilities, and availability.

Besides BoD, the Society has Appointees and Committees to assist in the efficient operation and management of the Society. Appointees are drawn from the Newcombe Singers membership at large; Committees are constituted from membership at large, as well as the BoD.

All Executive Directors and Directors at Large are voting members of the BoD. Appointees and Committee Chairs may attend BoD meetings but they do not have voting authority. Appointees and Committee Chairs that do not attend BoD meetings shall report to the BoD through one of the Directors.

### **A. EXECUTIVE MEMBERS**

#### **PRESIDENT**

##### **General**

- Directs the affairs of the Society, delegating duties as appropriate
- Acts as spokesperson for the Society
- Liaises and coordinates Society activities and the Society's relationship with the Music Director, Assistant Conductor, and Accompanist
- Communicates with Directors, Committee Chairs, and Appointees, and oversees their work, proposing adjustments as necessary

### **Board of Directors Meetings, Annual General Meetings and Special General Meetings**

- Chairs Board of Directors (BoD) meetings, Annual General Meetings (AGMs), and Special General Meetings (SGMs)
- With the Secretary, prepares and circulates notices and agendas for all BoD and General meetings
- Assures that all Directors have written copies of and understand their duties

### **Financial Management**

- With the Treasurer, oversees financial planning, budgeting, spending, savings, and investments
- With the Treasurer or Secretary, co-signs Society cheques and other financial disbursements (two of the three are required to sign)
- Co-signs service contracts, rental contracts, and other legal commitments on behalf of the Society, together with one other Director (Such contracts also may be co-signed by one or more individuals authorized by the BoD)

### **Committees and Appointees**

- Leads BoD decision-making related to Appointees and Committees
- Oversees Committee and Appointee activities, proposing adjustments as necessary
- Serves as an *ex officio* member of all committees but the Nominating Committee, and attends committee meetings as appropriate

### **Other**

- Oversees the organization of fall and spring concerts, ensuring all aspects of preparation are completed: venue; posters; tickets; programmes; hospitality; house managers; gifts for the conductors, accompanist, and soloists; etc.
- Arranges to have important dates set one season in advance
- Arranges production and distribution of seasonal calendars of important dates for choir membership, ideally by the second week of each season
- Provides copies of documents he/she prepares to the Secretary and Archivist
- As necessary, leads other projects identified by the BoD

## **VICE-PRESIDENT**

### **General**

- Carries out President's duties when the President is unavailable
- Coordinates the Society's liability insurance coverage
- Ensures appropriate choir conduct and discipline

### **Performances**

- Books rehearsal, concert, and performance venues, including venues for Sing-Outs
- With the Music Director and President, liaises with performance and rehearsal venue representatives
- Liaises with the Wardrobe Coordinator

### **Other**

- Provides copies of documents he/she prepares to the Secretary and Archivist
- Carries out other duties assigned by the BoD

## **SECRETARY**

### **Board of Directors Meetings, Annual General Meetings, and General Meetings**

- Notifies membership of upcoming BoD meetings, AGMs, and SGMs
- With the President, develops and circulates agendas for the above meetings
- Drafts minutes of the above meetings for BoD approval and circulates approved minutes

### **Records and Correspondence**

- Ensures the Society's current governing documents, i.e., its Constitution, Bylaws, and other required documents are on file at the BC Corporate Registry
- With the Archivist, ensures the Society has a lasting record of its governing documents, meeting minutes, reports, and correspondence
- Keeps a USB key (or a similar device) with such documents
- Prepares Society correspondence

### **Financial Management**

- With the President or Treasurer, co-signs cheques and other financial disbursements (two of the three are required to sign)

### **Other**

- Arranges for preparation of weekly practice lists for membership
- Carries out other duties assigned by the BoD

## **TREASURER**

### **Financial Management**

- Keeps accurate, up-to-date Society financial records, including membership fees
- Collects and deposits all moneys received by the Society
- Prepares Society cheques and financial disbursements
- With the President or Secretary, co-signs cheques and financial disbursements (two of the three are required to sign)
- Ensures timely payment for professional services, venue rentals, ENCAN (formerly SOCAN) fees, liability insurance, website fees, Post Office box rental, BC Choral Federation membership, music, copying, supplies, etc.
- Chairs a Financial Committee if one is constituted

### **Financial Reporting**

- Approximately monthly, or as needed, prepares reports for the BoD on Society revenues, expenditures, and resources
- Annually, prepares a Society budget for BoD approval and presents it for membership approval at the AGM
- Annually, prepares for the BoD's approval a report on the Society's income, expenditures, and net financial position for the financial year just ended, and presents the final report to membership for their approval at the AGM
- Annually, prepares the Society's Registered Charity Information Return (Form T3010 E) for BoD approval and submits it to CRA

### **Other**

- Provides copies of financial reports and correspondence to the Secretary and Archivist
- Arranges for Society mail to be picked up at the Cook Street RPO
- Carries out other duties assigned by the BoD

## **B. DIRECTORS AT LARGE**

As described in the introduction, Directors at Large are responsible for planning and conducting Society business and duties other than those specifically prescribed for Executive Board positions (President, Vice-President, Secretary, and Treasurer). Accordingly, this section describes categories of duties that must be accomplished, rather than responsibilities for individual Directors. Individual Directors at Large may take on one or more of the following duties, or different aspects of particular duties may be shared by one or more Directors. Directors at Large may also take on other duties as identified by the BoD.

### **DIRECTOR RECRUITMENT**

- Creates and chairs a Nominating Committee charged with identifying candidates for Executive Director and Director at Large BoD positions for the upcoming year
- Presents the Nominating Committee's recommendations for approval by membership at the AGM
- Traditionally Director recruitment has been the responsibility of the Past President

### **CHOIR MANAGEMENT**

#### **Weekly rehearsals**

- In consultation with the Music Director, organizes a rehearsal seating plan for the SATB vocal sections
- Respects the venue's particular requests for the choir's use of the site and ensures choir access to the venue
- Before each rehearsal, ensures the Music Director's podium/music stand is set up, the piano is in a suitable location, and arranges for chairs to be in the appropriate positions
- At the end of rehearsal, arranges return of venue to pre-rehearsal condition

#### **End-of-Season Concerts and Other Performances**

- In advance of dress rehearsals and other performances, checks the performance area and helps Music Director plan an appropriate set-up for the choir
- At rehearsals immediately preceding performances, reminds the choir about protocols for proceeding to the stage, opening music, turning pages, and leaving the stage
- Before final rehearsals and performances, in consultation with the Music Director, ensures the piano and Accompanist, electronic equipment, the Music Director's podium/music stand and the choir will be appropriately positioned
- Before performances, arranges for chairs to be provided for singers needing seating, and for risers to be set up, as needed
- Before performances, lines choir up for proceeding to the stage
- At the end of performances, arranges return of venue to pre-performance condition

### **Other**

- Coordinates the work of Section Leads

## **MEMBERSHIP**

- Enrols choir membership at beginning of each fall and spring season
- With Treasurer, arranges collection of membership fees
- Maintains an up-to-date list of registered membership, as membership may change as the season progresses
- Produces and distributes name tags to membership
- Distributes up-to-date lists of membership and their email addresses to BoD and choir membership

## **MUSIC LIBRARIAN**

### **General**

- Maintains the music library, keeping an up-to-date list of music owned by the Society
- Arranges new music purchases
- Provides music to choir membership
- Manages lending and borrowing of music with other choirs
- Arranges for practice files to be installed on the Society's website
- Arranges production and distribution of practice files for membership as needed

### **Music Selection Committee**

- Chairs the Music Selection Committee and decides its composition: typically, President, Vice-President, Music Director, Assistant Conductor, Accompanist, Promotion lead, and Section Leads
- With the Music Director, coordinates Music Selection Committee meetings and meeting dates
- Endeavours to complete music selection process early in the preceding season

## **PROMOTION**

### **General**

- Develops and distributes promotional materials for the choir
- Manages the choir's social media activities
- Compiles and maintains a list of media contacts and addresses
- Produces and distributes Public Service Announcements for concerts, recruitment, fundraisers, etc.

### **Performances**

- Arranges printing of posters, tickets, and programs for end-of-season concerts
- Encourages choir membership to distribute posters and sell advance tickets
- Arranges for "Front-of-House" volunteers to manage concert ticket sales
- With Treasurer, coordinates a Cash Box and Float for each concert

## **WEBSITE COORDINATOR**

- Updates and maintains the Societies' website
- Responsible for the look and feel of the Society's website
- Liaises with BoD and membership for website content: audio practice files, photographs, etc.
- Liaises with BoD and membership for technical expertise

## **HOSPITALITY**

- Arranges Fellowship Teas to welcome new and returning members (typically the third week of each season, with Sopranos and Tenors hosting in September and Altos and Basses hosting in January)
- For each concert, arranges the purchase and presentation of thank you cards, gifts, or flowers for conductor(s), accompanist(s), and soloist(s)
- Coordinates season's end party after the Fall season December Concert
- Coordinates season's end party after the Spring Concert, traditionally in conjunction with the AGM

## **C. APPOINTEES**

Appointees and Committees assist in the efficient operation and management of the Society. Appointees include positions and duties such as the Archivist, Wardrobe Coordinator, Website Content and Maintenance, Fundraising, Assistant Conductor, and Section Leads, as well as chairs or other members of committees. Appointees and Committee Chairs may attend BoD meetings but they do not have voting authority. Appointees and Committee Chairs that do not attend BoD meetings shall report to the BoD through one of the Directors.

Appointees and Committee members have no set terms of service; however, their positions are subject to review by the BoD every two years. The President has overall authority for the biennial review of Appointees and Committees.

## **ARCHIVIST**

- With the Secretary, maintains the Society's archives, preserving historical records in accordance with Part 3, Division 2 of the British Columbia Societies Act [SBC 2015]
- Keeps archives in both hard copy and digital format
- Gathers records generated by the Society each season
- Processes, maintains, and stores archived records
- Removes unnecessary records in accordance with government regulations, recommendations from professional archivists, and BoD consensus
- Adheres to requirements of the Personal Information Protection Act regarding such matters as membership lists, the personal information of candidates for remunerated positions, and students applying for stipends or bursaries
- Answers requests for information from Directors, the Music Director, choir membership, and members of the public
- Assists the BoD and choir membership with Society projects

## **FUNDRAISING COODINATOR**

- Organizes intra-choir fundraising at rehearsals with choir membership' support for prizes
- Records weekly funds raised and gives total receipts to the Treasurer on a monthly basis
- Encourages fundraising through such programs as Thrifty Foods and Fairway Market cards
- Encourages other member fundraising projects, e.g., community, garage or plant sales

### **WARDROBE COORDINATOR**

- Consults with the Directors regarding the standard of dress of choir at performances
- Collects and distributes accessories that complete the dress of choir at performances
- Communicates appropriate attire for performances to choir before performances

### **ASSISTANT CONDUCTOR**

- The Assistant Conductor position provides an opportunity for a member of the choir to gain experience leading the choir in rehearsal and performance
- The Assistant Conductor is appointed at the discretion of the Music Director
- In consultation with the Music Director, selects a portion of the season's repertoire to conduct during rehearsals and performances
- At the discretion of the Music Librarian and Music Director, participates in selection of music by the Music Selection Committee

### **SECTION LEADS**

- Keep attendance records for their sections: soprano, alto, tenor, bass
- Represent their sections at Music Committee meetings
- Serve as conduits to the Music Director or BoD regarding problems, suggestions, or other interests from members of their sections
- Liaise with Choir Manager as to seating arrangements for their sections
- Liaise with the Vice-President to resolve problems between members of their sections