

Reading Male Voice Choir

Section Leader

Handbook



Charity No 294105

1.0 Section Leader Role

1.1 Each voice type, First Tenor, Second Tenor, Baritone and Bass, has a Section Leader. Section Leaders are elected at the Annual General Meeting.

1.2 It is expected that in the best interests of the Choir and for the personal development of as many individuals as possible, Section Leaders will hold that office for a maximum of four consecutive years.

1.3 The Section Leaders are responsible for:

2.0 At Rehearsals

- Keep attendance register
- Arrange seating of Section, preferably to position newer or weaker members so that they might benefit from being near more experienced members
- Maintaining discipline within their section, having particular regard to disturbances and distractions during periods when individuals or other sections are being coached
- Ensure that all Section members have copies of all music in current repertoire
- Prepare a list of those singing in upcoming concerts. This is to be given to the MD two rehearsals prior to the concert
- Help other Choir Committee Members in distribution of information/questionnaires etc. to the Section and retrieve replies
- Bring to Committee for discussion any points raised by members of Section and represent views of Section or individual members of Section at Committee
- Report back to Section all relevant matters discussed at Committee Meetings and any decisions made
- Act as point of contact for the Choir in respect of Section members who may be ill or in some difficult situation

3.0 New Members

- Make welcome in Section and introduce them to other Section members
- Appoint a mentor from the section to facilitate the new members induction
- Seat near experienced and reliable members, preferably surrounded by them in middle of Section
- Ensure they are given a set of music for current repertoire
- Conduct an initial assessment of their singing ability and the suitability of their voice range for the Section. Confirm assessment with the Musical Director
- At appropriate time discuss with Musical Director their readiness for appearance at concert
- Issue 'Personal Details' form and return to Treasurer when completed
- Issue form for jacket, trouser and sweat-shirt sizes and return to Wardrobe Master
- Issue Member Handbook
- In concerts ensure they are well-supported by experienced and reliable members

4.0 In Concert

- Inspect uniforms and ensure that members are turned out well
- Arrange Section in formation, in collaboration with Stage Manager

5.0 General

- Get to know Section members well
- Attend Committee Meetings and contribute to the decision making of the Committee
- Give feedback from the Section Members to the Musical Director on repertoire matters
- Assist other Committee Members and Officers of the Choir to fulfil their responsibilities
- Support the Treasurer in identifying and resolving financial matters with Section Members
- Present a report on the Section to the Annual General Meeting
- Lead by example; e.g. good attendance at rehearsals and concerts; support Choir activities enthusiastically; maintain the highest standards in all aspects of Choir life
- The Chairman will liaise with Section Leaders to ensure smooth working within the Section and work with them to resolve any issues that may arise

END