

# 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 In Concert**

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

### **4.0 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

## **5.0 Process for inducting potential new members**

### **First night attendance**

- Inform MD, Chairman and Secretary at the beginning of rehearsal
- Secretary to issue New Member Introduction Letter

### **Section Leader:**

- Ask librarian for music pack, to be collected in at the end of rehearsal and re-issued at subsequent rehearsal
- Allocate a 'mentor' to provide music support during rehearsals
- Get contact details and follow up after first visit

### **After 3 - 4 rehearsals**

#### **Section Leader**

- Ascertain interest in becoming a choir member at the BEGINNING of rehearsal and inform the MD - who will conduct a 'voice test' DURING THE INTERVAL to confirm section placement
- Inform the Chairman, Secretary, Treasurer and Librarian (who will allocate a music number and issue a full music pack)

Issue copies of the following documentation

- Membership Application Form - see website. Hand completed copy to the Treasurer (who will pass a copy to the Secretary and Membership list coordinator)
- Members Handbook – found on website
- Uniform information – found on website

### **Readiness to participate in concert**

#### **Section Leader**

- Consult with MD to agree on readiness. Inform Wardrobe Master re: allocation of uniform

END