

# Reading Male Voice Choir

# Choir Officer

# Handbook



Charity No 294105

## **1.0 General**

1.1 To support and assist the Choir and its Committee a range of Choir Officers are elected at the Annual General Meeting. These Officers are not Trustees and are not members of the Committee, but may be invited to attend Committee meetings to offer their knowledge, expertise or opinion.

1.2 Officer roles change over time and the Committee may decide that as roles change the title and responsibilities will change also. Similarly the Committee may determine that new roles may be established or old ones discontinued.

## **2.0 Specific Officer Functions:**

### **2.1 Stage Manager**

- Responsible for vetting proposed concert venues to ensure that the facilities, e.g. stage, piano/organ, changing room, refreshments are satisfactory
- Responsible for positioning the Choir staging and choreographing the Choir Members entry and exit from the performance area
- Responsible for the orderly arrangement of choristers on stage

### **2.2 Staging Rota Coordinator and Van Driver Coordinator**

- Responsible for the safe keeping of the Choir's equipment and its transportation to and from venues
- It is envisaged that these Officers will enlist the help of other Choir Members to undertake this task, including working with others to coordinate a rota of Members who will hire and drive vans to transport the equipment to and from concerts and organising teams for assembling/disassembling staging at venues

### **2.3 Fund Raising Officer**

- Responsible for raising money for the Choir e.g. by sponsorship, advertising, arranging specific fund raising events. It is envisaged that this Officer will enlist the help of other Choir Members to undertake this task

### **2.4 Health and Safety Officer**

- Responsible for risk assessing the Choir's activities and preparing control measures for the risks identified and to review these assessments as appropriate
- Preparation of the Choir's Health and Safety Policy document

### **2.5 Librarian**

- Responsible for the safe storage of the Choir's stock of music
- Responsible for the procurement of sufficient copies of music identified by the Musical Director
- Responsible for the allocation to and collection of music from Choir Members via Section Leaders

### **2.6 Minutes Secretary**

- Responsible for calling and circulating agenda for and attending Committee meetings and General Meetings and the production of minutes from those meetings

### **2.7 Publicity Officers**

- Responsible for communication with the media, including social media, and producing material for concerts such as tickets, programmes and posters

### **2.8 Social Secretary**

- Responsible for organising social events for Choir members and their guests

### **2.9 Wardrobe Master**

- Responsible for providing uniform items for Choir Members, either initially or replacement when necessary
- Responsible for procuring uniform items when those held in stock are insufficient

### **2.10 Webmaster**

- Responsible for maintaining the Choir Website

### **2.11 Assistant Secretary**

- Works with the Secretary to deliver the roles and responsibilities of the Secretary

### **2.12 Concert Secretary**

- responsible for the arrangement and organisation of concerts

END