



## member handbook

— updated January 2023 —

### who we are

Island Soul Choir is a community choir in its purest sense. The choir welcomes anyone who wants to sing. Its members come from all over Vancouver Island, from Victoria to Port Hardy to Bamfield, as well as Gabriola, Salt Spring, Quadra and other neighbouring islands.

The choir's mandate is to create a forum for people of all ages who reside or near Vancouver Island to learn and perform soul music, which includes gospel, spirituals, world music, blues, pop, soul, R&B... basically any type of music that touches, moves or inspires the soul. It is also to broaden and enhance public interest in and appreciation of soul music.

The choir was founded by Ron Klusmeier and Brian Tate in August 2007 under the name Vancouver Island Gospel & World Music Choir. In August 2009, the choir changed its name to Island Soul Choir as part of incorporating itself as a non-profit society and assuming responsibility for its own management.

#### table of contents

who we are.....	1
our core values.....	1
our music director.....	1
our resident accompanist.....	2
becoming a choir member.....	2
advance registration.....	2
main registration.....	2
registration confirmation.....	2
being on the waiting list.....	2
member fees.....	2
creating a payment plan.....	3
applying for a bursary.....	3
refund policy.....	3
the choir's website.....	3
music.....	3
rehearsals.....	3
welcoming new members.....	4
rehearsal seating.....	4
sectional rehearsals.....	4
conduct during rehearsals.....	4
attendance.....	5
soloists.....	5
concerts.....	5
concert wardrobe.....	5
lost & found.....	5
privacy.....	6
communications practices.....	6
dealing with behaviour issues.....	6
leaving the choir.....	6
choir management framework.....	6
running for & being a director.....	7
term of office.....	7
meetings.....	7
role of the president.....	7
role of the vice president.....	7
role of the secretary-treasurer.....	7
director portfolios.....	8
role of the section leaders.....	8
role of the choir manager.....	8
director code of conduct.....	9

### our core values

Our core values have been designed for the choir to be an inclusive and welcoming community, and we expect all members to abide by them.

- **Respect:** We treat others as we want to be treated. Everyone is of equal status despite the varying musical skills among us or tenure with the choir.
- **Integrity:** We honour our commitment to be a member of the choir. We do what we say we will, and what we are asked to do, to benefit the choir.
- **Cooperation:** We comply with the choir's policies and practices, and instructions from the Conductor, Choir Manager and Stage Manager, and we help out to the extent we are able.
- **Collaboration:** We support one another and work together so we can be the best we can be.
- **Fun:** We enjoy the camaraderie of our community and the joy of our music.

We are a scent-free group. We ask that you DO NOT wear any fragrance on your body, hair or clothing to any choir gatherings—not only do we rehearse and perform in scent-free facilities, we have members who are extremely allergic.

### our music director

Karla Mundy began as a co-director with Brian Tate in January 2012, and took on full responsibility for

directing the choir after Brian stepped down in May 2013.

Karla is a vibrant and soulful vocalist, pianist, arranger and choir leader. In addition to her work with Island Soul Choir, she conducts community choirs in Vancouver, sings with a number of small groups, and organizes choral camps, international trips, and workshops.

## our resident accompanist

Michael Creber has been our “piano man” and de-facto band leader for almost all our concerts. So it made sense for us to approach him to accompany the choir in our rehearsals. It took some figuring out, but we’re happy to say he works with us at REH3–REH5, as well as the concert.

Michael’s credentials are vast and inspiring; you can check them out on our website on the “about us” page.

## becoming a choir member

The choir is open to people of all ages who reside on or near Vancouver Island and who love to sing. No audition is required, and you don’t need previous choir experience. With a choir of our size and many of our members being experienced singers, there’s definitely safety in numbers for newcomers to find their singing voice.

Membership in the choir is done on a session-by-session basis. We have two sessions each year; typically:

- the Spring session goes from early February to late May, and
- the Fall session goes from late August/early September to late November.

All registrations are handled online only through the choir’s website. No in-person registrations are accepted.

### **advance registration**

In pre-pandemic days, up to 100 members from our last session could be accepted (with limits by section) during an advance registration for the next session. We hope to restore the advance registration opportunity when we can.

To qualify for this advance registration, a member must either have completed the immediately previous session, or, having attended the required 3 rehearsals, was unable to complete the session due to a last-minute unforeseen situation (e.g., illness, surgery, funeral or death in family).

### **main registration**

Registration begins usually 2 weeks before the start of each session; a reminder email is sent out to all past

choir members and all the people who are interested in joining, with all the details about how to register.

We accept up to 140 singers each session; there are also limits for each section so we don’t get out of balance. A waiting list for each section will be started once we reach the maximum allowed.

### **registration confirmation**

Once you complete the online registration, you will receive an email from the Choir Manager: it will either confirm your membership in the choir, or advise that you have been placed on the waiting list.

### **being on the waiting list**

All is not lost if you are on the waiting list! It is quite common for us to receive cancellations from members who discover they have a schedule conflict, or just change their mind. Less common, members may not pay their member fee before the deadline and thus forfeit their spot in the choir.

The Choir Manager can fill these spaces with people on the waiting list, while maintaining the balance of singers by section. Anyone who comes off the waiting list is able to start by the second rehearsal at the latest, and has until then to pay their member fee.

The waiting list is closed for the session as of the second rehearsal.

## member fees

Each member is required to pay a fee each session to cover the choir’s operating costs. These costs include:

- Conductor, Resident Accompanist, and Choir Manager fees.
- Rehearsal venue rental.
- BCCF membership dues and non-profit society fees.
- Insurance and accounting fees.
- Rehearsal tracks and CDs, concert CDs and sheet-music rights.
- General office supplies, including website domain and hosting.

Fees are established and published in each session’s **rehearsal & concert schedule**; fees are payable after your registration has been confirmed:

- **By Interac e-transfer.**
- **Online**, via Square, through the members page of the choir’s website.
- **In person** at the first rehearsal by cash, credit card or cheque (payable to *Island Soul Choir Society*).

To maintain your place in the choir, you must pay your member fee no later than the deadline; otherwise, your place in the choir will be forfeited, and you may be replaced by someone on the waiting list.

### ***creating a payment plan***

If you cannot pay your member fee on time, you will need to contact the Choir Manager to arrange an acceptable payment plan. To be “acceptable”, your plan must have specific dates and amounts identified, and your fee must be paid in full by the 5th rehearsal.

### ***applying for a bursary***

If you cannot afford to pay your member fee even through a payment plan, you may apply by email to the Choir Manager for a bursary to help pay for your member fee. You will be expected to pay at least half of the fee, and you must apply for a bursary before the payment deadline.

### ***refund policy***

Once paid, member fees are not refundable unless you are precluded from continuing to the end of the session due to a significant health issue or major unforeseen circumstance (either yourself or an immediate family member). In this case, we will refund the unused portion of your fees as of the date you advise us. Unused fees cannot be carried forward to a future session.

## **the choir’s website**

The members-only page of the choir’s website, [islandsoulchoir.com/members](http://islandsoulchoir.com/members), is really your “go-to” source for all the latest information and resources. It contains, among other things:

- Instructions and link for paying your member fee.
- Sheet music, rehearsal tracks, and rehearsal recordings.
- The choir directory, this handbook, and the rehearsal & concert schedule for the current session.
- Links to all newsletter emails issued during the session, as well as newsletters from SongRoots and BC Choral Federation.
- Contact information for all choir management personnel.
- Details of current fundraising programs.
- Annual reports and society information.

Please take the time to familiarize yourself with all the information available on the members page, and make it a practice to check it before each rehearsal and any time you have a question about anything — usually the answer is there.

This page is password-protected, and the password changes each session. Be sure to make a note of the access info when your membership is confirmed at the beginning of each session; you can also find the access info at the bottom of each newsletter.

## **music**

The choir performs all concerts “off book”; i.e., you have to memorize all the music and lyrics.

Sheet music is posted as pdfs on the members-only page of our website, for you to download and print; we don’t print it for you! In true gospel/world music tradition, Karla may also teach us some songs by ear, for which only lyrics sheets will be provided.

Bring a pen or pencil to rehearsals, so that you can take notes of Karla’s instructions, song form, and any changes made to the music—don’t trust your memory!

We provide rehearsal tracks for each of the parts to help you learn your music between rehearsals. You can either:

- receive a CD at the first rehearsal, with the rehearsal tracks for the part you select when you register, or
- opt out of getting this CD, and instead, download your rehearsal tracks from the members-only page of our website.

***Please remember that these tracks may not necessarily reflect the final form of all songs; you must integrate what we learn at rehearsals.***

Our rehearsals are available online via Zoom, which are recorded and then posted to our website, so that you can hear everything that was sung and said during the rehearsal—an invaluable tool if you have to miss a rehearsal or need to get clarity about something.

You are always welcome to bring your own recording device to record rehearsals for your own use.

## **rehearsals**

We have 5 rehearsals each session, typically on Saturday afternoons from 2pm to 5pm. A separate **rehearsal & concert schedule** is published each session to supplement this handbook, with the rehearsal and concert dates and venues, and other details about the session.

There is a 15-minute break during rehearsals, during which you can have a snack if you want to bring one — just be sure to eat it in a designated area, and be aware there may be members close by with food/nut allergies. ***Please DO NOT eat in the sanctuary! Only water may be consumed there.***

During rehearsals, we all wear lanyard-style nametags which indicate not just your name but also your members status (new, from last session, or rejoined from a prior session). The titles for people who hold a position within the choir (directors, section leaders, etc.) are also shown on their nametags, so you can quickly and easily tell “who’s who”.

*Please pick up your nametag when you arrive, and hand in your nametag as you leave.*

### **welcoming new members**

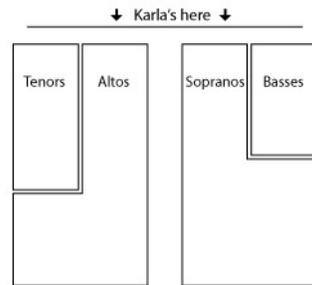
Before the first rehearsal each session, our Orientation Coordinator will be in touch by phone with each of our new members, to welcome them into the choir and answer any questions they may have.

*As you mix and mingle throughout the session, please take part in welcoming everyone, and be open to giving or receiving constructive support.*

### **rehearsal seating**

We do not assign seating like typical choirs. We do, however, have a few guidelines that we ask you to follow:

- We sit in S-A-T-B sections, with tenors and basses sitting along the sides, and sopranos and altos in the centre as shown.
- Taller people should sit towards the back and outer sides, and shorter people, closer to the front, of their section.
- Be flexible and welcoming, especially with our new and returning members, as they are looking for a seat.
- Seats are reserved for members who are working at the welcome table. Other than that, please refrain from saving seats for other singers, especially when people are looking for a seat. We actually encourage you to mix up your seating every so often to hear the song from a different perspective. Not only will you get to meet more members, you never know who you may be standing beside during the concert.
- If there's an empty chair beside or in front of you, please move in towards the centre and front. Do NOT leave random empty seats! Sitting closer together lets you hear other singers in your section which helps you learn your part faster; it also helps Karla because we make a better sound together.
- You are responsible for taking care of your personal wellbeing. If you need to sit or stand while others are doing the opposite, do so. If you'd rather stand during rehearsal, you do so at the back of the room. If you need special seating arrangements, please speak with the Stage Manager.
- Wherever you sit, be sure you can see Karla when we are seated. If you can't see her, move so you can. You can ask our Stage Manager for help in finding a suitable seat. Please don't just sit and grumble to yourself or others about not being able to see!



### **sectional rehearsals**

Given our geographical diversity, holding section-wide sectional rehearsals is not a viable option, especially for the soprano and alto sections.

If you need help between choir rehearsals to help you learn your part, it is up to you to make it happen. You have a number of options available:

- Listen to the rehearsal and Zoom recordings.
- Phone someone you know in your section to talk/sing through your problem areas.
- Get together with a few members from your section who live nearby; you can use the rehearsal tracks if a piano isn't available. Just check the choir directory on the members-only page of the website to make your invitations.

### **conduct during rehearsals**

- With a group our size, it is **absolutely essential** for us all to be respectful of both Karla and our fellow choir members by being attentive at ALL times to the instructions being given. That means, **NO TALKING** to nearby members during rehearsals!
  - Nine times out of ten, when Karla is working with one section, she's saying something that all sections need to learn.
  - Many of us don't hear as well as we used to, and unnecessary chatter interferes with what we can hear.
  - Having to speak above the chatter simply wears Karla out. It takes a lot of extra effort for her to remain focused and be heard, even with a microphone.
- Whenever Karla asks to have a particular section sing their part, it is NOT an opportunity for you to sing your part too! She needs to hear what it is going on in that section, and fix it as necessary — your singing a different part makes it much more difficult for her to do so; it also slows our overall progress.
- Before you ask a question in rehearsal, make sure it is something that will benefit a section or the whole group and it hasn't already been covered in the rehearsal newsletter or this handbook! If you're not sure, you can always ask your question later during the break or by email.
- As soon as you hear the piano being played near the end of a break, or someone reminding you of the impending end of the break, please immediately stop what you're doing and take your seat promptly, to begin rehearsing again. Please don't ignore these cues!

## attendance

Regular attendance is important if we are to perform well at our concerts, especially since we have only 5 rehearsals each session—hence the request to attend 3 of the 5 rehearsals (either in person or via Zoom). That said, it's not a hard and fast rule. If you are confident you know your music, you can participate in the concert.

No matter what, punctuality is key: it is a sign of respect for us all. Please arrive early enough so that you can do all that you need to do beforehand and be in your chair, ready to go, on time. You don't want to miss out on anything!

*For each rehearsal, please remember to check in at the welcome table so that we can record your attendance.*

## soloists

Our soloists come from within the choir, and solo parts require varying skill levels. Whether you are an experienced soloist, or you've been toying with the idea of giving it a try for the first time, this choir is the perfect place to "step up to the mic."

Soloist rehearsals begin at 12:30pm, before each of our rehearsals. After the fourth rehearsal, Karla will make the soloist selections for the concert; the selected soloists will continue to rehearse starting at 12:30pm, immediately before the last rehearsal.

If you'd like to see what the soloist thing is all about or just want to come to sing the choir parts while the soloists do their thing (and get in some extra practice), you're more than welcome to attend the soloists' sessions. Please remember that this is the soloists' time: please be quiet, and don't expect/ask for instruction about parts.

A brief lunch break is available between the soloist and main rehearsals; anyone who comes to the soloist sessions can bring and eat a box lunch in a designated area.

## concerts

At the end of each session, we typically produce a concert at The Port Theatre in Nanaimo on a Sunday afternoon, with a dress rehearsal/sound check earlier in the day. We may also perform an additional concert in another community on the Island.

We understand and appreciate that you may not be able to stand for our entire dress rehearsal and concert. You can absolutely sit as much as you need to, in order to take care of your personal wellbeing: you just need to bring your own stool. Be sure to write your name on it somewhere, and remember to take it home at the end of the day.

Guest musicians are regularly featured at our concerts, and professional musicians accompany the choir. We rehearse with the band only at the dress rehearsal before the concert.

Concerts are recorded, and demonstration CDs are distributed at no cost to members at subsequent rehearsals.

## concert wardrobe

Our standard concert attire is a **solid, matte all-black** outfit, from neckline to toe — not grey or navy, not faded, and nothing shiny or glittery about it.

- Ladies can wear a dress, blouse and slacks, or skirt and blouse; there are no restrictions on sleeve or skirt/dress length.
- Men wear a dress shirt and pants; black ties are optional.
- NO jeans or T-shirts, please!
- Socks/pantyhose/knee-highs must also be black; absolutely NO bare legs or toes, please!
- Shoes must be black and, equally important, comfortable so that you can wear them throughout the performance. (Yes, that means we expect you to keep your shoes on, ladies!)
- Women are asked to wear "stage" makeup (bolder than normal, with bright lipstick). They may also wear jewelry to add a bit of sparkle, as long as it is consistent with our overall look.

Your black outfit is accessorized by a concert scarf in a vibrant African Kente fabric. When you join the choir, you will need to purchase a scarf for \$10. Please be sure that your scarf is freshly ironed before concerts; you can wrap it around an empty toilet-paper roll to keep it smooth while you transport it to the concert.

## lost & found

As sure as death and taxes, things get left behind after our rehearsals, especially music books and water bottles. Please put your name on **everything** you bring to rehearsal, and take a look around your space before you leave for items that may have slipped from view.

Items that we find while re-setting the room can be claimed at the next rehearsal from the welcome table (they are kept between rehearsals by the Choir Manager). For items we don't find, you'll have to contact First Baptist directly (250-753-0241 or [admin@fbcnanaimo.ca](mailto:admin@fbcnanaimo.ca)).

Unclaimed items at the end of the session may be donated to a local thrift shop or thrown out.

## privacy

The personal information that we collect when you register is used to:

- Track and support your participation in the choir.
- Email you about choir activities (see our communications practices below).
- Create a member directory that's posted on the members-only page of the website, as a resource for choir members who are looking for support with learning their parts, carpooling, and homestays on concert weekends.

Every effort is taken to protect the privacy of all members.

- You have the option to withhold any or all of your personal data from the member directory.
- Other than the uses noted above, information from the database is not shared with any other person, group or organization.

Any questions about privacy should be forwarded to the Choir Manager.

## communications practices

We regularly email:

- All active choir members in the current session, to keep them up to date, as needed, about what's happening that session. Messages are kept to a minimum, and links for them are also posted to the members page of the website. We expect all active members to stay up-to-date by reading all these emails completely.
- All active and inactive choir members, as well as people who are interested in joining the choir, to invite them to register each session.
- All inactive choir members, people interested in joining the choir, and people on our patrons list:
  - when we have determined the basic details of our concerts, to "save the date".
  - when concert tickets go on sale, with instructions on how to buy their tickets.
  - within 2 weeks of our concerts, with a last-minute reminder to buy tickets.

Inactive choir members, people on our "interested" list, and patrons can unsubscribe from these mailings at any time.

## dealing with behaviour issues

Disrespectful or offensive behaviour, including bullying and harassment, is not tolerated. Intent does not determine whether behaviour is acceptable; a person cannot excuse their behaviour simply by saying they did not intend it.

If you experience or observe any behaviour that contravenes our core values or member responsibilities as outlined in this handbook, you have the right to respectfully tell the other person that their behaviour is unwelcome and ask them to stop. If they don't stop, we encourage you to report the situation to the Choir Manager or President, providing as many details as you can.

Once a complaint is received, you can expect that it will be dealt with in a timely, sensitive, consistent and confidential manner. No complaint will be dismissed or downplayed, nor will you be told to deal with it personally.

A grievance committee will deal with your complaint reasonably and in good faith. They will interview you and any individuals who can provide relevant information about your complaint. Their investigation will be fair, impartial and focused on finding facts, and once they make a decision, they will inform all parties.

If their investigation substantiates your complaint, the grievance committee will determine the appropriate remedy which may include a reprimand, requiring an oral or written apology to the offended member, suspension and/or permanent expulsion from the choir.

Any director who is alleged to have contravened our values must immediately take a leave of absence from the Board until the matter is satisfactorily resolved. Any director who is found to have contravened our values must resign from the Board.

No member is allowed to: interfere with the resolution of a complaint, retaliate against anyone for filing a complaint, or file an unfounded complaint.

## leaving the choir

If something comes up that will prevent you from completing the current session, please take a moment to let the Choir Manager know. That way, she won't continue to pester you with emails about the rest of the session, and we can better plan our concerts by knowing how many members we will be dealing with on-stage. If you qualify, she will also issue a refund for any unused fees.

If you don't plan to return to the choir, you may sell (or donate) your scarf back to the choir for the \$10 you originally paid. This way, we can reduce the number of new scarves that need to be produced each session.

## choir management framework

The choir is operated by Island Soul Choir Society, a non-profit society registered under the laws of the Province of British Columbia.

The directors are responsible for:

- Ensuring that the society operates according to its constitution and bylaws, and the BC Societies Act.
- Providing direction for the future of the choir, including special events.
- Instituting and monitoring policies as required.
- Recommending and instituting changes to the bylaws when necessary.
- Approving the hiring and release of contracted professionals (including the conductor, resident accompanist, and Choir Manager), and participating in their evaluations, as needed.

The society's board of directors includes:

- the president, vice president, and secretary-treasurer, and
- up to 6 directors at large.

Day-to-day operational needs are handled by the Choir Manager under the direction of the board.

### ***running for & being a director***

All choir members in good standing are eligible to stand for election as a director or officer at each annual general meeting. Nominations for new board members are accepted during the month leading up to the AGM. All nominated persons must, according to the Act, provide prior written consent to their nomination, or if nominated at the AGM, be present and give verbal consent.

Being a director means that you are willing to:

- Make a difference by volunteering your knowledge, wisdom and time, and providing leadership and direction for the future success of the choir.
- Bring a positive, collaborative and common-sense attitude to the table.
- Attend director and general meetings.
- Stay informed and current on key choir issues.
- Serve on committees and assist where possible in getting the work of the board done.
- Support special choir and fundraising events.

Given that the Choir Manager handles all the day-to-day operational needs and provides support and guidance to directors, you don't need to have any specific technical skills to be a director.

### ***term of office***

Officers are elected for a term of 2 years, and all other directors are elected for a term of 1 year.

It is anticipated but not mandatory that, once an officer completes a term as vice president, he/she will then serve a term as president.

No member may serve more than 3 consecutive terms as president, vice president or secretary-treasurer.

### ***meetings***

Under our bylaws, there are 3 types of meetings:

1. An annual general meeting must be held at least once a year, to review the past year's activities and financial results, and to elect new directors. Our fiscal year-end is December 31, and as such, we hold our AGM during the 4th regular rehearsal of each Spring session.
2. General meetings are any other meeting involving members. These are held as needed during choir rehearsals.
3. Board meetings are typically scheduled via Zoom as needed. Directors may also conduct business by email.

### ***role of the president***

The president is responsible for:

- Providing leadership to the directors and choir.
- Managing the other directors and the Choir Manager.
- Conducting performance evaluations of directors and the conductor as needed.
- Chairing all board and general meetings, including preparing the agendas in collaboration with the Choir Manager and other directors.
- Orienting new directors, ensuring that they are familiar with the society's constitution, bylaws, policies and practices.
- Preparing a report to members, with assistance from the Choir Manager, to be included in the Annual Report each year.
- Acting as an ex-officio member of all committees that may be formed, and attending their meetings as needed.

### ***role of the vice president***

The vice president is responsible for:

- Acting as president in the absence of the president.
- Working closely with the president, providing support and counsel where possible.
- Learning the duties of the president if the vice president wants to serve a future term as president.
- Orienting the successor vice president.

### ***role of the secretary-treasurer***

The secretary-treasurer is responsible for:

- Ensuring directors and members are notified of meetings.
- Taking and preparing the minutes of all director and general meetings.
- General supervision of the Choir Manager to:
  - Ensure the society's records, correspondence, and bylaws are properly maintained as required by the Societies Act.

- Stay apprised of the society’s financial activity, ensuring the society operates within its budget guidelines, maintains sound financial practices and takes effective corrective action when required.
- Establish proposed budgets for approval by the board of directors.
- Coordinate grant applications and fundraising activities, as needed.
- Signing official documents as required.
- Orienting the successor secretary-treasurer.

### ***director portfolios***

There are 5 portfolios that individual directors or members may either take on or be assigned to:

1. **Stage Manager:** Oversees managing the logistics of rehearsals and concerts.
2. **Concert Wardrobe:** Oversees producing and distributing concert scarves.
3. **Member Orientation & Support:** Oversees recruiting, and the work of, the welcoming committee and section leaders.
4. **Fundraising:** Oversees all of the choir’s fundraising initiatives.
5. **Merchandising:** Oversees selling choir-branded merchandise, such as T-shirts and music bags.

The work involved with each of these portfolios is completed in collaboration with the Choir Manager.

Portfolios may be created, amended and discontinued as needed by the board of directors.

### ***role of the section leaders***

We may enrol the assistance each session, of 2 sopranos, 2 altos, 1 tenor and 1 bass to act as section leaders.

Their role is to assist the members of their section by:

- Helping them, in coordination with the Stage Manager, to find suitable seating during rehearsals.
- Answering their questions about the music.

They are not expected to actually organize or conduct any between-rehearsal practices.

### ***role of the choir manager***

Hired as an independent contractor (not an employee), the Choir Manager is the chief operational executive of the society, and receives direction from and reports to the board of directors. The Choir Manager is not a director and does not have to be a member of the society. Compensation does not include any benefits other than to pay the Choir Manager’s member fee each session.

The Choir Manager is responsible for managing the choir’s day-to-day operations, so that the society consistently achieves its purpose and financial objectives, and abides by its bylaws. Key duties within the detailed job description include:

- Act as a resource to directors day-to-day and at director meetings, and serve as their liaison with the choir and conductor, and to participate in planning and budgeting.
- Handle all banking activity, and maintain the society’s bookkeeping and financial records.
- Handle all member, patron and prospective member communications to ensure all parties are kept up to date on choir activities.
- Receive incoming correspondence, and respond/redirect to directors as appropriate.
- Keep the directors and conductor fully informed on operational and financial issues.
- Establish rehearsal and concert dates, and book venues.
- Obtain sheet music and rehearsal tracks from the conductor, post them to the website, and coordinate the production and distribution of rehearsal CDs.
- Coordinate member registrations and fee payments each session.
- Purchase, store and maintain choir supplies and equipment.
- Maintain necessary liability insurance and memberships.
- Together with the conductor and directors:
  - establish the concert title and corresponding graphic each session, and
  - determine and invite concert guests.
- Oversee concert promotion through suitable media (such as print, radio, social media and online).
- Coordinate wardrobe and merchandising requirements and inventory.
- Develop and execute concert logistical plans, including dress rehearsal, stage set-up, and audio needs, in coordination with the Stage Manager.
- Coordinate choir photography, videography and audio recordings, and production of concert CDs and DVDs.
- Organize and manage tours, workshops and other special events in coordination with the conductor and directors.
- Keep the choir’s website and social media pages up to date for both content and current practices.
- Maintain the database of members, patrons, prospective members, suppliers and session details accurately.
- Maintain the choir’s electronic music library of rehearsal and concert files.

- Maintain custody of records and documents including books of account, required to comply with the BC Societies Act.

The Choir Manager is encouraged to recruit choir members and other volunteers to assist in executing tasks from time to time.

### ***director code of conduct***

Directors are required to demonstrate ethical and professional conduct to maintain the confidence of the membership and the public. This commitment includes proper use of authority and appropriate actions in group and individual behaviour when acting as directors.

Directors must be loyal to the interest of the society's membership over and above any:

- Loyalty to other advocacy or interest groups, or other boards or staffs to which they may belong.
- Their own personal interest as an individual choir member.

Directors are trustees of public confidence and securities. They must avoid any conflict of interest.

- There can be no self-dealing or any conduct of private business or personal services between any director and the society. Exceptions can occur only when there is openness, competitive opportunity, and equal access to information.
- Directors must not use their position to obtain employment within the society for themselves or their family members.

Directors must not exert any individual authority over the society except as stated in the society's policies.

- Individual directors may not speak on behalf of the society in interactions with the public, media and/or other entities, unless they have been granted authority to do so by the whole board of directors.
- Directors must not make any judgements about the performance of other directors or the contracted professionals, unless their performance is being formally evaluated by the whole board of directors.

Directors must exercise fair play, ethics and straightforward communication in their dealings with outside entities or individuals, with members and contracted professionals, and with each other.