



Birmingham Bach Choir

Handbook

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Introduction

1. The Birmingham Bach Choir's (BBC) constitution contains the legal basis for the establishment and organisation of the choir as a Charitable Incorporated Organisation (CIO). The BBC CIO is a registered charity: Charity Registered Number 1194569¹. The constitution (section 26) allows for the charity trustees to make "such reasonable and proper rules or by laws as they may deem necessary or expedient for the proper conduct and management of the CIO". This Handbook comprises the 'rules and by laws' referred to in section 26 of the constitution and describes how the choir is organised and run.
2. This Handbook is available to all choir members through the Members' Section of the choir's website: <http://www.birmingham.bachchoir.com/> . Changes can only be made by the choir's trustees, after consultation with members. It must be consistent with the provisions of the choir's constitution and should be reviewed at least every two years.
3. Comments from members on the Handbook are always welcome and should be sent to: chair@birmingham.bachchoir.com . Comments received will be taken into account when the Handbook is revised.

Membership

4. Section 9 of the choir's constitution gives more details of decisions on membership of the choir, in particular:

Section	Subject
9.1	Admission of new members: a) eligibility b) admission procedure
9.2	Transfer of membership
9.3	Duty of members
9.4	Termination of membership
9.5	Membership fees
9.6	Informal or associate (non-voting) membership

Singing Members

5. Singing membership of the Birmingham Bach Choir is open to all adults aged 18 and over subject to:
 - a. the requirement to demonstrate by audition prior to joining, and subsequently from time to time as may be required, their ability to meet the vocal and musical standards necessary to perform satisfactorily the choir's musical repertoire, in the opinion of the Musical Director,
 - b. availability of vacancies in the vocal part of the applicant concerned,
 - c. meeting the obligations of all choir members as set out in this document, and
 - d. payment of the applicable subscription.

¹ The BBC CIO replaces the BBC unincorporated charity, registration number: 218393

6. The choir's website contains guidance on applying for membership, with queries directed to info@birmingham.bachchoir.com. Auditions for membership of the choir are held a few weeks after the beginning of a new programme, after candidates have attended several rehearsals, and are carried out by the Musical Director. Audition guidance is also available from the 'Join' website page. Applicants are usually informed of the Musical Director's recommendation on the day of the audition. Decisions on membership are taken by a quorum of trustees, usually on the day of the audition but in any event within 21 days. Any appeal is to be considered by a quorum of trustees who were not involved in the original decision. Candidates who have only marginally failed to reach the required standard may be permitted to sing with the choir for an agreed period and audition again, but this is at the Musical Director's discretion.
7. After admission to membership, new members are welcomed to the choir by the Chair during the course of a rehearsal and issued with:
 - a. Membership agreement.
 - b. Email of congratulation and welcome, and note of any particular matters to which the new member might need to attend quickly.
 - c. Additional information covering:
 - i. Information sheets for new members which include basic information about rehearsals, attendance, parking, rehearsal refreshments, arrangements for purchase and hire of music, obligations regarding concerts, brief details of concert dress and hire/purchase of necessary items, publicity, purchase of tickets, subscriptions (how to pay and Gift Aid), choir website, re-auditions, data protection and committee. The names of those currently dealing with these many items for the choir are also given with their voice parts.
 - ii. Concert etiquette sheet – comprehensive information regarding dress and expectations.
 - iii. Concert Scarf Guidance (ladies only) – guidance on use and care of concert scarf collection.
 - iv. Emergency evacuation procedure (Newman House).
 - v. Constitution and Handbook available on members' section of website.
 - d. Choir Diary – listing of term dates, dates of forthcoming concerts or other events such as Saturday workshops, Come and Sing, annual Choir Dinner and similar.
 - e. Gift Aid document.
 - f. General Data Protection Regulations consent form including consent to current and ongoing use of images and similar for media and promotional purposes.
8. All members are expected to display appropriate standards of behaviour at rehearsals, concerts and other choir events, to treat each other with respect and not to engage in activities that may bring the choir into disrepute.
9. **Rehearsals**
 - a. Apologies for non-attendance at rehearsals should be sent to the Choir Secretary in advance.
 - b. Singers should be punctual in attendance at rehearsals.

- c. Singing members are expected to attend all Wednesday evening rehearsals unless unavoidable. Singers missing over 20% of rehearsals will only be allowed to sing in the associated concert at the Musical Director's discretion.
- d. The Wednesday pre-concert rehearsal is compulsory, other than in exceptional circumstances and with the agreement of the Musical Director.
- e. Zoom (or equivalent) remote alternative to weekly rehearsals: Where a singer is unwell but nevertheless capable of rehearsing, the choir would be best served by their staying away and a Zoom relay is available. The singer may 'attend' virtually and be considered not to have missed the rehearsal, provided they are present and visible on Zoom throughout the rehearsal. Zoom will not be considered an acceptable alternative to in-person attendance for any other reason or for more than occasional rehearsals.
- f. Saturday rehearsals or workshops: Attendance is expected but not compulsory. Attendance may be allowed to count in lieu of a missed Wednesday rehearsal if necessary.

10. **Concerts**

Singing members are expected to participate in all concerts and singing events (e.g. Come and Sing). Concert dates will be announced well in advance: if singers have a pre-existing commitment at the time of the announcement, they should advise the Concert Secretary and Choir Secretary immediately but otherwise should ensure their availability, unless prevented by reasons beyond their control (e.g. illness and major life events). Concert programmes are devised with the expectation that all singers will participate. Late withdrawal may jeopardise the ability of the choir to perform the agreed programme and singers should therefore withdraw only in exceptional circumstances.

11. **Music**

- a. Singing members are required to provide and bring the correct music for all rehearsals and concerts.
- b. Bulk purchase and/or hire of music will be arranged by the choir where appropriate. Singing members not ordering music through the choir should make their own arrangements in time for the first rehearsal.
- c. Where music is provided as downloadable files, singers should download and print copies for themselves in time for the first rehearsal.
- d. Members who order music are liable to reimburse the costs of music purchased or hired on their behalf whether or not they subsequently use it.
- e. Members using hired music may only mark it with soft pencil and should erase markings prior to return.

12. **Concerts and concert etiquette**

- a. Singers should purchase the necessary choir items (folder, tie, blouse, scarf) as specified in the Concert Etiquette Guidance and ensure that they bring the required items with them to concerts.
- b. Singers should familiarise themselves with the dress requirements detailed in the Concert Etiquette Guidance and ensure that they dress for concerts in accordance with

these requirements. Ladies should additionally ensure that they are complying with the Scarf Etiquette Guidance and colour scheme advised for the occasion.

- c. Singers must attend the performance day pre-concert rehearsal, other than in exceptional circumstance and with the prior agreement of the Musical Director. Prompt attendance is required in order to ascertain seating and similar requirements, and singers should familiarise themselves with the behaviours detailed in the Concert Etiquette Guidance.
13. **Re-auditions:** Re-auditions are normally held every three years as described in section 6. The frequency of auditions may be varied at the discretion of the Musical Director.
 14. **Feedback:** Feedback from members about the organisation of the choir is always welcomed. Comments, complaints and compliments should be directed to the Chair or General Secretary and will be dealt with, including consideration by the committee where appropriate.

Life Members

15. Life membership is bestowed through approval at an AGM. Life membership is normally bestowed on past Chairs of the choir, retiring singing members who have been members for many years and any other person considered to have given exceptional service to the choir. Life members are not required to pay a subscription unless they wish to do so. Life members who continue to sing are required to comply with all requirements applicable to singing members, including re-auditions. Life members are entitled to two free tickets to choir concerts and to invitations to the annual dinner and choir AGM, at which they are entitled to vote.

Roles

Honorary Roles

Patrons

16. Patrons are high-profile figureheads who are prepared to support the choir through their profile, reputation and influence. Patrons are agreed by the committee. The extent and way in which Patrons wish to be involved varies but includes:
 - a. allowing their name to be used in choir publicity material
 - b. attending the choir's annual dinner, concerts and other events, and
 - c. promoting the choir through appropriate publicity opportunities.

President

17. The President is a high-profile figure who is willing to support the choir through their time, profile, reputation and influence. The President is agreed by a General Meeting of the choir. There is no specific term of office. The role of the President includes:
 - a. chairing General Meetings of the Choir
 - b. attending the choir's annual dinner, concerts and other events as available, and
 - c. promoting the choir through appropriate publicity opportunities.

Vice-President

18. The Vice-President is agreed by a General Meeting of the choir. There is no specific term of office but, as a potential trustee, election and terms of office are as defined in the choir's constitution section 13. The role of the Honorary Vice-President includes:
- a. attending the choir's annual dinner, concerts and other events as available
 - b. attending committee meetings as available, and
 - c. promoting and supporting the choir through appropriate opportunities.

Charity Trustees

19. The choir's charity trustees are collectively responsible for managing the affairs of the organisation. The following elected roles will also be charity trustees:

- Chair
- Treasurer
- General Secretary
- Concert Secretary
- Choir Secretary
- Ticket Secretary
- Marketing Officer
- Up to three Ordinary Members
- Honorary Vice-President

20. More detail of the role and functions of the trustees is given in the choir's constitution:

Section	Subject
7	Conflicts of interest and conflicts of loyalty
12	Charity trustees
13	Appointment of charity trustees
14	Information for new charity trustees
15	Retirement and removal of charity trustees
16	Reappointment of charity trustees
17	Taking of decisions by charity trustees
18	Delegation by charity trustees
19	Meetings and proceedings of charity trustees

21. Trustees are normally elected for a three-year period, with one third of the trustees standing down each year. The constitution (section 16) allows for trustees to serve three consecutive terms, after which they should stand down for a three-year period. Officers are also elected to roles for a three-year period, normally coinciding with their election as a Trustee. Election of one ordinary member should take place each year with a three-year period of office as a Trustee.

Committee and Sub-Groups

22. Routine management of the choir's business is through the committee, the membership of which comprises:
 - The charity trustees
 - The Musical Director
 - Any other members co-opted by agreement of the committee
23. The choir seeks to have a balance of singing parts (soprano, alto, tenor, bass) on the committee. Where this is not achieved through election to the various officer roles, the committee encourages nominations of Ordinary Members from the under-represented sections.
24. The committee may from time to time form sub-groups, usually on a time-limited basis to undertake specific tasks agreed by the committee. At least one member of any sub-group must be an elected officer and the actions and proceedings of the sub-group must be reported back to the committee (constitution section 18(2)).
25. Charity trustees are required to declare any conflicts of interest or conflicts of loyalty (constitution section 7). All members of the committee and its sub-groups are also expected to declare any interests, direct or indirect, in any transactions or arrangements, and to absent themselves from any discussions in which it is possible that a conflict may arise between acting in the interest of the choir and any personal interest.

Musical Director and Accompanist

26. The Musical Director and Accompanist are appointed by the committee following consultation with members of the choir. Payment rates for rehearsals and concerts are agreed by the committee. The choir recognises that the Musical Director and Accompanist are not full-time roles and will therefore be flexible and work with the Musical Director and Accompanist if other commitments prevent fulfilment of their duties from time to time.

Musical Director

27. The Musical Director is responsible for:
 - a. Preparing proposals for concert dates and repertoire for consideration by the committee, including advising on suitable editions and, where necessary, preparation of parts
 - b. Auditioning new applicants for choir memberships and re-auditioning singing members of the choir
 - c. Preparing rehearsal schedules and taking choir rehearsals
 - d. With the Concert Secretary, identifying suitable venues, soloists, orchestra, organists and other artists as appropriate to each programme
 - e. Preparing and conducting concerts including any additional rehearsals with orchestra and soloists where required
 - f. Arranging a deputy for any rehearsals (or concerts) for which s/he is unavailable
 - g. Attending and contributing to committee meetings
 - h. Abiding by all Birmingham Bach Choir policies when fulfilling choir duties

- i. Supporting the choir in achieving its aims, including liaison with significant individuals and organisations and representing the choir at significant events

Accompanist

28. The Accompanist is responsible for:
 - a. Accompanying rehearsals and, when appropriate, concerts
 - b. Taking occasional rehearsals
 - c. Deputising for the Musical Director if required
 - d. Arranging a deputy for any rehearsals for which s/he is unavailable
 - e. Abiding by all Birmingham Bach Choir policies when fulfilling choir duties
 - f. Supporting the choir in achieving its aims

Other Roles

29. Many members support the choir through taking specific roles and responsibilities. The main roles are given in Appendix 1 and Appendix 2 gives the names of people currently taking these responsibilities.

Policies

30. The choir has the following policies which are publicly available on the choir website:
 - a. Privacy Policy
 - b. Safeguarding Policy

The General Secretary is responsible for ensuring these policies are reviewed on a regular basis.

Assets

31. The choir owns a small library of music, principally spare copies of regularly performed items, which is stored at Newman House. From time to time, surplus music is sold to other organisations and individuals, with the proceeds going to choir funds. The choir also owns lights and a conductor's stand and chair which are stored at Newman House. Blouses and scarves are owned by the choir and hired / loaned to members. A small number of second-hand folders and ties are owned by the choir for use by students and others in financial difficulties. The choir owns raised platforms, CCTV equipment, a Mi-Fi connection and a carbon dioxide monitor.
32. All assets are insured through the choir's insurance policy with *Making Music* so long as they are stored safely and securely (including when in transit so long as they are out of sight). Music and other assets loaned to the choir are also covered by the choir's insurance policy. From time to time the choir's assets are loaned to other organisations, which are responsible for returning them in the same condition, repair / replacement if damaged or lost, and for insurance while on loan.

Processes

Subscriptions and payments for choir dress and folders

33. Subscriptions for the following season are agreed annually at the AGM in the season prior to the subscriptions being applicable. Subscriptions are payable for a full year whether or not a singing member rehearses and performs during that year. Singers joining or leaving the choir during the course of a year are entitled to a pro rata reduction in their annual subscription. Subscriptions are due in full by 31st October of each season unless paying quarterly (in which case payments are due by 30th September, 31st December, 31st March and 30th June) or monthly. The Treasurer has discretion to waive or reduce subscriptions for members in financial difficulties. Subscriptions for each year and methods of payment are included as part of the Choir Diary, which is distributed to all members, and updated as required.
34. All members are required to purchase and use the choir's standard music folder for concert performances. Folders are purchased by the choir for onward sale to singers at cost. Gentlemen are required to purchase and wear the choir tie for specific occasions, usually Nine Lessons and Carols. Ladies are required to hire the choir blouse (deposit £35) and a set of choir scarves (deposit £15). Deposits are refundable on return of garments in perfect condition. Student members may be able to borrow second-hand folders, blouses, scarves and ties if available.

Finance

35. Annual accounts are prepared by the Treasurer at the end of each financial year. The accounts are independently examined in line with Charity Commission requirements, which vary depending on the choir's gross annual income, and currently means an Independent Examiner. It is the Treasurer's responsibility to arrange this in line with an appointment agreed by the committee. The accounts are then approved by the trustees prior to presentation to members (along with the trustees' Annual Report) at the Annual General Meeting. Trustees have a responsibility to consider any recommendations made following independent examination of the accounts.
36. The choir maintains a bank account with Barclays Bank. Authorised signatories on the bank mandate are the Treasurer, Chair and General Secretary. All payments out are made through internet banking and dual authorisation is required. The Treasurer provides details of the expected payments via a payments spreadsheet.
37. Payments to the choir are made direct to the bank account where possible. The choir has a PayPal account maintained by the treasurer for incoming payments for tickets or donations via the website. This account transfers out only to the choir's Barclays account. The treasurer updates ticket details and prices when they go on sale and provides the updated code to the website manager for the website ticket or donations page. The Assistant Treasurer banks any cash or cheques received weekly with a spreadsheet of individual receipts provided to the treasurer.
38. The choir has a cash tin float which is used for cash sales at events and concerts. This is kept by the treasurer and all reconciliations and banking is supervised by the treasurer.

39. The choir has a SumUp account accessed by the treasurer and linked card payment devices. This operates best with the SumUp app kept on the treasurer's iPhone. Card receipts are made direct into the choir's Barclays account.
40. Investment options are considered by the committee approximately six monthly. The choir's policy on investments is not to invest in options which involve potential financial loss, recognising that this will mean lower returns. The extent of charges is taken into account when deciding on investment options.
41. The Agenda for committee meetings should always provide for an update from the Treasurer as to the choir's financial position. The annual budget is prepared by the Treasurer and reviewed and agreed by the committee. Payment rates for the Musical Director, Accompanist, soloists and other artists are also agreed by the committee.
42. The system used for maintaining the choir's financial records is at the treasurer's discretion but is currently on Xero on the Treasurer's personal account. The ongoing cost of any system is approved by the committee.
43. Tax on Gift Aid is reclaimed annually from HMRC by the Treasurer. The Gift Aid reclaim is done on-line and records should be kept for six years. The Treasurer keeps a file of all members who have provided a Gift Aid Declaration and reviews this periodically in order to keep it up to date and to maximise income from Gift Aid.
44. The choir has silver insurance through Making Music which the Treasurer renews annually, in December for the forthcoming financial year.

Other processes

Charity Commission, Making Music and Gmail Login

45. The General Secretary is the nominated contact for the Charity Commission. The Chair and Treasurer also have login details for the choir's Charity Commission account.
46. The Treasurer is the nominated contact for Making Music and the Treasurer and Choir Secretary have user access. Other trustees and choir members can register with Making Music in order to access members' areas of the website and resources.
47. The Choir has a gmail account: birminghambachchoir@gmail.com with login details held by the General Secretary and other members needing access.

Performing Rights Society (PRS)

48. Responsibility for payments to the Performing Rights Society is normally taken by individual concert venues that have a PRS and Phonographic Performance Limited (PPL) licence. This should be confirmed by the Concert Secretary (or Assistant) at the time of booking the venue and the Treasurer notified if the venue does **not** have a PRS and PPL licence. Some venues require additional information to be supplied (by Programme Production). Where venues do not have a PRS and PPL licence then details of the works performed, their length and audience numbers should be recorded by the Treasurer. These details form part of the annual Making Music renewal when the appropriate fee will be paid.

Document Storage

49. Key documents relating to governance of the choir are stored and shared between three officers, including the Charity Commission registration, HMRC registration and charity tax exemption, bank and savings account details, Word versions of the constitution, handbook and policies, and other materials as required. Currently the Treasurer's google drive is used (linked to treasurer.birmingham.bachchoir@gmail.com) with documents in a 'Trustees folder' which is shared with the Chair and General Secretary. PDF versions of the constitution, handbook, policies, trustee annual report, annual accounts and minutes of general and committee meetings are available to all choir members via the members' section of the choir website.

Appendix 1 Roles and Responsibilities

The roles and responsibilities given here are an overview and will change from time to time. Additional duties will also be undertaken as required.

Elected Officers

Chair
Choir Secretary
Concert Secretary
General Secretary
Marketing Officer
Ticket Secretary
Treasurer

Other Roles and Tasks

Annual Dinner
Archivist
Assistant Concert Secretary
Assistant Treasurer
Blouses, Scarves, Folders and Ties
Book and CD Stand
Come and Sing
Fundraising Secretary
Music Hire
Music Purchasing
Programme Production
Rehearsal Refreshments
Rehearsal Set up and Clearing Up
Reviewers
Social Media
Staging

Elected Officers

Chair

- Lead the strategic direction of the choir and ensure it achieves its aims.
- Ensure trustee and general meetings are properly planned, run and recorded. Chair trustee meetings.
- Ensure all trustees comply with their duties and the choir is well governed.
- Liaise with the Musical Director and to ensure programmes are proposed to the committee.
- Maintain an overview of the choir and its activities, including acting as the focal point for members with concerns.
- Act as the spokesperson for the choir and the focal point for external contacts.

Choir Secretary

- Receive membership enquiries and welcome and support new members.
- Organise auditions and re-auditions.
- Maintain records of members' contact details and consents and update as necessary. Circulate membership lists to Chair, Treasurer and General Secretary.
- Book rehearsal venues. Make and communicate rehearsal arrangements to members, Musical Director and accompanists.
- Maintain records of attendance at rehearsals and liaise with the Musical Director in relation to members who have not attended sufficient rehearsals.
- Issue other communications to members as required.
- Maintain contact with members who are unable to attend, if appropriate.
- Verify and update lists of the choir music holding and dispose of unwanted items.

Concert Secretary

- Organise soloists, orchestra and other players for concerts including booking; marking up and distributing music; obtaining programme details; communicate arrangements; hospitality and complimentary tickets; liaise with the Treasurer on all payment commitments & terms (bookings, contracts etc); assist in requesting invoices from payees and liaise on payment.
- Arrange hire and tuning of harpsichord or organ, if required.
- Liaise with others in relation to programmes and posters, providing material and proof-reading as required.
- Compile service sheet for Nine Lessons and Carols.
- Maintain the list of singers for each concert.
- Plan concert-day arrangements including seating / staging, rostrum, CCTV (if required), soloist and conductor refreshments, programme and ticket sellers, CD sales, soloist gifts, choir scarves and banners, and interval refreshments. Communicate concert-day arrangements to all involved.
- Liaise with the Ticket Secretary and Treasurer on arrangements for concert-day ticket and programme sales.
- Manage arrangements on the day of the concert.

General Secretary

- In liaison with the Chair, prepare agenda and papers for trustee and general meetings. Produce and distribute minutes of meetings.
- Ensure choir is run in accordance with its constitution. Confirm trustee eligibility and distribute information to new trustees as required by constitution.
- Prepare trustee annual report for consideration by trustees.
- Ensure the choir Handbook and all policies are reviewed and updated regularly. Monitor their implementation, bringing any problems to the attention of trustees.
- Deal with general correspondence and liaise with President, Vice-President and others as required.

Marketing Officer

- Oversee and guide all areas of presentation and communication of the choir as an entity.
- Review and develop the image and presentation of the choir in all formats.
- Prepare materials to present and promote concerts and other events. Arrange printing of materials.
- Determine strategy for placement of publicity materials, examine publicity options and costs for each event and implement agreed options.
- Arrange distribution of flyers to choir members.
- Liaise with advertisers on all aspects of advertisements, including approaching potential advertisers. Liaise with organisations offering reciprocal publicity.
- Liaise with Concert Secretary and Ticket Secretary on publicity and ticket outlets for each concert.
- Determine the choir's PR strategy. Liaise with the freelance PR Adviser and agree strategy for each event. Provide material and check press releases. Organise and brief individuals for interviews.
- Manage the choir's website and its development.
- Organise photography to ensure a regularly refreshed stock of photos for use on website and general publicity.
- Liaise with the Ticket Secretary on timing and content of mailing list circulations.
- Liaise with others in relation to programmes, providing material and proof-reading as required.
- Work with the fundraising lead on sponsorship and fundraising opportunities.
- Manage VIP invitations to concerts. Liaise with Ticket Secretary on sending out tickets.

Ticket Secretary

- Lead the arrangements for production, distribution and selling of tickets for all concerts and events.
- Liaise with and support the Marketing Officer to investigate and negotiate ticket sales outlets and promote ticket sales.
- Communicate with choir members to encourage ticket orders. Distribute and sell tickets ordered.
- Handle external ticket sales.
- Organise and co-ordinate sales and allocation of tickets on the door.
- Maintain and use mailing list to advertise and promote choir concerts and events.

Treasurer

- Make sure the choir keeps proper accounts.
- Prepare an annual budget and regularly review the choir's financial performance.
- Draw up or review policies for finance and investment.
- Ensure the choir has robust and effective financial controls in place.
- Liaise with the choir's independent examiner or auditor.

- Report on financial matters to trustees and to members.
- Manage the choir's bank accounts and arrange payments.
- Maintain records of subscriptions.
- Ensure Gift Aid records are maintained and Gift Aid is reclaimed annually.
- Renew "Making Music" membership and insurance annually, including PRS-related information (if required).
- Submit annual accounts and trustees' annual report to the Charities Commission.

Other Roles and Tasks

Annual Dinner

- Organise all aspects of the choir dinner, including liaising with the venue, booking guest speaker, liaising regarding guests and special invitees, managing bookings, preparing table plans and any other actions required.

Archivist

- Maintain the list of works performed by the choir, programmes and other relevant information.
- Storage of the Archive (See Appendix 3).

Assistant Concert Secretary

- Support the Concert Secretary in exploring potential venues for concerts. Check availability and book agreed venues. If required, visit venues to check facilities, seating capacity and concert arrangements.
- Inform Treasurer if venue does **not** have PRS & PPL licence.
- Liaise with venues on publicity arrangements.
- Obtain alcohol licence and organise interval refreshments, if required.

Assistant Treasurer

- Collect and bank cash and cheques.
- Support the Treasurer with collection of subscriptions and completion of Gift Aid forms.

Blouses, Scarves, Folders and Ties

- Issue blouses, scarves, folders and ties to choir members, store stocks of these items and receive returns.
- Liaise with the Treasurer in relation to payments for blouses, scarves, folders and ties.

Book and CD Stand

- Manage the book and CD stand at rehearsals and other events including setting up and clearing away and dealing with donations.

Come and Sing

- Organise the annual 'Come and Sing' including planning and preparation of all aspects of the event (date, venue, work, accompanist, scores, promotional literature).
- Communicate information about the event to choir members and the mailing list.
- Manage bookings and tickets for the event.

- Liaise with Music Hire over scores.
- Organise and oversee the arrangements on the day including setting up, raffle, announcements (including safety information), refreshments and clearing up.

Fundraising

- Apply for grants from regular supporters and search for new sources of grants or sponsorship, liaising with the Marketing Officer as required. Report to the committee on fundraising activity as required.
- Organise an annual fundraising/social event.

Music Hire

- Research availability and cost of music for agreed programmes. Liaise with Musical Director regarding editions required.
- Place orders with hire libraries, receive music, check materials, issue copies and liaise with Treasurer regarding payment.
- Arrange return of music, liaising with Choir Secretary and Treasurer about any missing copies.

Music Purchasing

- Research availability and cost of music for agreed programmes. Liaise with Musical Director regarding editions required. Liaise with the Choir Secretary on use or sale of stocks held by the choir.
- Place orders with suppliers, receive and check music, issue copies and liaise with Treasurer regarding payment.
- Retain any surplus copies for future purchasers and store in choir storeroom.

Programme Production

- Organise the production of concert programmes including:
 - Collect and enter texts and translations (ensuring adherence to PRS rules).
 - Get programme notes and order of pieces from Musical Director or nominee.
 - Get artists biographies and photos from Concert Secretary.
 - Get the choir list from Choir Secretary.
 - Get names of sponsors and organisations to be acknowledged from Marketing Officer; get their logos if needed.
 - Get “Meet the choir” notes and photos.
 - Get the adverts from Marketing Officer.
 - Collect and enter dedications.
- Layout the front page, booklet and advertisements.
- Organise proof-reading, include of translations and any non-English texts, incorporate proof-readers’ comments and organise checking of final copy by Musical Director and Marketing Officer.
- Organise printing, including collection / delivery.
- Produce .pdf copy for pre-concert distribution to choir members.
- Provide venues with PRS-related materials if required.

Rehearsal refreshments

- Organise a weekly rota for the serving of refreshments by volunteers from the choir, purchase and replace supplies, and make sure all volunteers are aware of the tasks they need to do.

Rehearsal set up and clearing up

- Set up rehearsal room, including chairs, tables, notice boards, lights, catering equipment, conductor's podium, stand and chair, and emergency folder.
- Ensure rehearsal room is cleared up after rehearsals with all items returned to their storage locations.

Reviewers

- Organise reviewers for each concert and liaise with the Ticket Secretary to ensure complimentary tickets and programmes are provided.
- Send reviews received to the Marketing Officer.

Social Media

- Promote the Birmingham Bach Choir, its concerts, events and activities, through social media, including Facebook and Twitter.
- Liaise with Marketing Officer for promotional material and identify potential additional material.
- Post material on Facebook and Twitter. Check posts daily and respond to any comments made.
- Encourage dissemination of material on Facebook and Twitter through 'likes', sharing, commenting, following, re-tweeting and adding additional material, including building support through links with other relevant organisations.
- Post on the Classical Events and other relevant websites.

Staging

- Arrange storage of staging.
- Liaise with Concert Secretary on staging needed and transport to and from concerts.

Appendix 2 Current Roles

Honorary Roles

President	Gisela Stuart, The Right Honourable Baroness of Edgbaston
Vice President	Michael Palmer
Patrons	Brian Kay Dame Emma Kirkby Neil Mackie Roderick Williams

Elected Roles

Chair	Philip Bellshaw
Choir Secretary	Barbara Hathaway
Concert Secretary	Corinna Gregory
General Secretary	Jane Eminson
Marketing Officer	Hilary Boszko
Ordinary Committee Member	Graham Stroud
Ticket Secretary	Heather Gay
Treasurer	Pauline Hygate

Other Roles and Tasks

Annual Dinner	Delia Stokes
Assistant Concert Secretary	Kate Crocker
Assistant Treasurer	Edward Shirley
Archivist	Michael Palmer
Blouses, Scarves, Folders and Ties	Diana Newsome
Book and CD Stand	Mark Painter & Lynne Cooper
Come and Sing	Heather Gay
Fundraising	Kate Crocker
Music Hire	Peter Boszko
Music Purchasing	Sam Noakes & Jon Homer
Programme Production	Ela Claridge
Rehearsal Refreshments	Alison Stroud & Hilary Bloxsom
Rehearsal Set up and Clearing Up	Maroussia Oakley
Reviewers	Jane Clarke
Social Media	Julia Sadler
Staging	Jane Clarke

Appendix 3 Birmingham Bach Choir Archive

The archive consists of an extensive range of information collected since the early 1920's when the Choir was first established. "A Short History" of the Choir from October 1919 is included on our website which details the Birmingham Bach Choir story from that time until the present day.

The earliest correspondence has been obtained from sources collected by various people over the years. The Archive of concert information, etc is basically in three sections: 1920s – 1966, 1966 – 1992 and 1992 to the present day.

The first section is not complete but contains a great deal of interesting information about the Birmingham Bach Choir's concerts and involvement in the musical life of Birmingham during that period. All this information is contained in various folders marked with the appropriate dates and stored in date order.

The second section is a complete record of concert programmes from Richard Butt's first concert on 22nd October 1966 through to his last concert on 9th May 1992. As with the first section, these programmes are contained in various folders marked with the appropriate dates and filed in date order. In addition, individual concert programmes are filed in date order for easy reference. During this period, a cardex system was created (now located in the third section) with each card detailing the work performed, with the date and venue, those taking part and the other pieces in the concert. This card system is complete for this period. We also have a complete listing of all the works conducted by Richard Butt and the year of performance. This section includes the *Bach Edition* collection.

The third section is a complete record of concert programmes from Paul's Spicer's first concert on 7th November 1992 through to the present day. As with the second section, programmes are contained in various dated folders with individual programmes filed in date order for easy reference. All of Paul's work is detailed in composer order on the website. In addition, we have a complete list of all the choral works conducted by Paul Spicer listed by composer, work, date and place of performance. These details may be cross referenced with the filed individual concert programmes for each concert.

Miscellaneous items include old choir membership and attendance records, minute books and recordings. In addition there are ledgers dating back to 18th November 1961 which detail extensive records of the financing of concerts.

The Location of the entire archive is at Rose Cottage, Lavender Hall Lane, Berkswell CV7 7BL. The first and second sections are located in the garage in storage boxes on specially designated shelves on the right-hand side. The third section and the miscellaneous items are upstairs in the cottage "study room" in the right-hand filing cabinet and the bottom shelf of the book case behind the door.

Michael Palmer (Archivist). Contact details:- Tel: 01676 534194, Mobile: 07773 814078, Email: eastcote.court@btopenworld.com