

Suncoast Phoenix Community Choir Policy Guidelines

1. BOARD MEMBERSHIP

- 1.1 The Suncoast Phoenix Community Choir Board consists of up to ten elected Choir members who show an interest in the organization by involvement in its ongoing development.
- 1.2 Elected Board positions are: President, Vice- President, Treasurer, Secretary, Membership Representative, Librarian, Communications, Performance Coordinator, and Member-at-Large.
- 1.3 Job descriptions for these positions will be provided.
- 1.4 Terms of office will be two years renewable, with exceptions made as appropriate.
- 1.5 The Annual General Meeting will be held in June. Choir members shall elect the Board members at the Annual General Meeting from a list of nominees presented by the Nominating Chair, who may be the outgoing President.
- 1.6 The Past President may be asked to take on additional responsibility if needed.
- 1.7 Additional roles such as Archivist and Website Coordinator will be appointed by the Board as required.
- 1.8 Minutes of Board meetings are distributed to all members electronically or by hard copy.

2. MUSIC DIRECTOR

- 2.1 The duties of the Music Director are described in a Memorandum of Understanding signed annually.
- 2.2 The Music Director will conduct a rehearsal each week during the choir year (September to June, inclusive). The actual number of weeks in each term will be determined by a vote of the Board.
- 2.3 Music Director fees will be determined by the Board, and are subject to change. The Music Director and the Treasurer will determine a payment schedule.
- 2.4 The Music Director will find a replacement conductor for a rehearsal if unable to be present.
- 2.5 Honoraria to the Music Director for concerts and community sing-outs are set by the Board, and paid by the Treasurer.
- 2.6 The Music Director will meet with the President and Treasurer for an annual performance review at the end of each year (June).

3. PIANO COLLABORATOR

- 3.1 The Piano Collaborator will be selected by the Board in consultation with the Music Director, according to the needs of the choir.
- 3.2 The duties of the Piano Collaborator are described in a Memorandum of Understanding signed annually.
- 3.3 Piano Collaborator fees will be set by the Board, and payment schedules will be as agreed upon between the Piano Collaborator and the Treasurer.
- 3.4 Honoraria to the Piano Collaborator and/or participating musicians for concerts and community sing-outs are set by the Board and paid by the Treasurer.

4. CONCERTS

- 4.1 The Choir performs two concerts in fall and two concerts in spring for audiences in both Sechelt and Gibsons.
- 4.2 Additional concerts and community sing-outs may be proposed by Choir members, subject to approval by the Board and Music Director.
- 4.3 The concert repertoire is set by the Music Director and communicated to Choir Members as soon as possible
- 4.4 Choir Members are encouraged to promote attendance to concerts.
- 4.5 Admission to concerts will be by donation (approved January 23, 2015)

5. MEMBERSHIP FEES

- 5.1 The fees will be determined each year by the Board of Directors, on the recommendation of the Treasurer.
- 5.2 The Treasurer has flexibility to adjust or waive an individual member's fees as appropriate to respond to financial need.

6. FINANCE AND FUNDRAISING

- 6.1 The fiscal year of the Choir shall be from July 1 to June 30.
- 6.2 Funds for the operation of the Choir will be raised through fees and concert receipts.
- 6.3 The Board of Directors must approve all other fundraising initiatives. At the completion of each fundraising event, the Fundraising Committee will give the net proceeds to the Choir Treasurer, accompanied by a complete accounting of income and expenses.
- 6.5 Expenditures in excess of the proposed budget require approval by the Board.

7. MUSIC AND ITS CARE

- 7.1 The budget for purchase of music is determined by the Board of Directors. The Music Director is in charge of purchasing music.
- 7.2 Suggestions for new repertoire can be provided to the Music Director by Choir Members.
- 7.3 Choir members are each responsible for the replacement cost of any choir music that is lost or irreparably damaged while in their possession. Marking must be in pencil, and erased before the music is returned. Choir members' music is returned at the end of each term.
- 7.4 The music held in the SPCC library is available for lending to other choirs, with the pre-approval of the Music Director. Any loans are made on the condition that music that has been damaged or lost will be replaced by the recipient choir.

8. COMMUNITY RELATIONS

- 8.1 A Choir member or the Music Director may only use the Suncoast Phoenix Community Choir name to express opinions, support causes or issues after receiving prior permission from the Board of Directors by a two-thirds majority vote of approval.
- 8.2 The Choir membership list shall be distributed to members only, used exclusively for Choir purposes in accordance with the Personal Information Protection Act (SBC 2003).

9. ARCHIVES

- 9.1 The Board-appointed Archivist is responsible for storing and updating existing choir archives, which are available for perusal by choir members.