IPSWICH HOSPITAL COMMUNITY CHOIR

Section Rep guidelines:

The following guidelines outline the role and responsibilities of a section rep:

Committee role:

- To represent the views of the section at all times, reporting back to the committee about any particular issues or concerns.
- To represent the section at committee meetings, including song suggestions, feedback about rehearsals, performances, social events etc.
- To be an active member and contribute to the wider work of the committee in supporting the various functions of the choir, e.g. social activities, performance support, marketing, taking on specific roles etc.

Section role (including Admin functions):

- To set a good example within the section regarding rehearsal and performance etiquette.
- To welcome and support potential new members of the choir when they attend for trial sessions, e.g. introducing them to other people in the section, ensuring they are introduced to the Musical Director and are standing next to someone with music that they can share.
- When people sign up to join the choir:
  - Acknowledge your role as section rep and make sure they know who else is on the committee.
  - For altos and soprano sections, assign to 1s or 2s, keeping the Musical Director informed and aiming for an equal balance.
  - To answer any queries or questions that they may have, particularly regarding website access, email receipt, who to talk to about choir clothing etc.
  - To add them to the section WhatsApp group
- When people leave the choir (for whatever reason):
  - Request feedback from the leaving choir member about their experience, and feedback to the committee if relevant.
  - Check if they want to donate any choir clothing to second hand stock.
  - Ensure that the Membership Secretary is aware and has removed their name from the membership list and access to the website.
  - Remove their name from the section WhatsApp group.
- To liaise with the Musical Director about appropriate seating plan, for rehearsals and performances.
- To ensure all members of the section have responded to requests for polls.
- At performances support members of your section as needed, e.g. answering queries, choir formation etc.

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