

Membership Secretary Guidelines

The following is a guideline for the responsibilities of a membership secretary

- To receive and respond to all enquiries from potential members.
- To provide the potential member with basic information regarding the rehearsal times, place, cost, two free session etc and to enquire if possible whether they have been in a previous choir and know what section they sang in.
- To arrange a time and date to meet and welcome the new member.
- To introduce the new member to the Musical Director to possibly determine their singing range if not known.
- If singing range is known introduce the new member to their section rep.
- To liaise with the new member after first and second sessions to ensure that they are happy in their section and to ask them to complete a new members form after the second session if they are happy to join.
- To pass the new members email address to the Treasurer so that details of fees can be agreed.
- Once paid add the new member to the choir web-site and upload the Choir Members Details Document using the process written by the Webmaster.
- Once they have been added to the web-site email a welcome letter to the new member to confirm that they now have access to the scores and music files, also include the New Members Choir Pack.
- To check in with the new member regularly to ensure that they have no concerns.
- To remove members details from the web-site should they decide to leave.
- To ask ex-members for possible feedback on why they decided to leave.
- To attend & contribute into Committee meetings at regular intervals throughout the year working on all aspects of choir business.