

How Steeton Male Voice Choir Works

What most members see when they join the choir is rehearsals and performances. A successful choir, as with any organisation, needs a strong support system to achieve consistent excellent performances to satisfy our customers and choir members.

There are many separate activities which together enable the choir to be effective, each of these happen because dedicated and knowledgeable members give of their time. Many choir members fulfil a range of roles to support the functioning of the choir and some are co-opted onto small groups as and when needed. The choir by its very nature is a collaborative effort.

The Choir is managed by an **elected committee** which meets on the first Tuesday of every month (currently at the Airedale Heifer).

The choir has a **Music Committee** which meets up to 5 times per year to discuss repertoire / concert ideas and programmes / musical development of the choir.

Currently : MD, secretary, Peter Headey (chair), accompanist and assistant accompanist, deputy conductor and librarian. SMVC chair attends as he sees fit.

The following are **the main full committee responsibilities** with names of current post holders. Each post holder to be elected at the AGM.

Chairman – David Borley



Lead Strategic direction, chair Committee Meetings, overview all choir activities to ensure smooth working of the choir. Represent the choir at formal occasions

General Secretary – Ian McDonald



Produce agenda for and take minutes at committee meetings. Be the main point of contact for planned and opportunistic communications. Manage events such as choir members attending the massed choir concert at the Albert Hall. Organise the AGM in January each year. Organises tours. Maintain choir data bases. General administration of the choir. Provides transport for choir equipment as required

Treasurer – John Dowlan



Manage all of the choir's finances, bank monies, collect subscriptions, produce regular statements of choir balances for committee scrutiny. Oversees Gift Aid. Maintains contact and income from Patrons.

Musical Director – Catherine Sweet



Take rehearsals, conduct at concerts. Oversees musical direction of the choir and concert programmes.

Responsible for voice tests. Key member of music committee. Liaise with other MDs and conductors for joint concerts.

Deputy Conductor – David Barraclough



Stand in for Musical Director at rehearsal and concerts as required.

Accompanist – Pat Jones



Pianist, attend rehearsals and concerts providing piano accompaniment for the choir. Assist in new recruit voice assessments.

Concert Secretary – Charles Sowden



– responds to requests for concerts. Manage relationships with organisations who book SMVC and/or collaborate with SMVC in joint concerts. Sells tickets for concerts organised by the choir or on behalf of organisations that have booked the choir. Works with committee to plan concert calendar. Oversees administration of concert bookings. Books coaches as required.

Publicity / Recruitment – David Barraclough (see above)

Liaises with local press and media to promote SMVC concerts and the choir in general. Writes press releases. Oversees general publicity relating to SMVC. Responsible for display stands for public places promoting the choir. Seeks opportunities to promote recruitment and liaises with recruitment working party.

Webmaster / IT Lead / Social Media / Chimes Editor– Roy Talbot



Develop and manage the choir website. Maintains Facebook profile. Plays lead role in developing IT use for SMVC. Edits the choir magazine.

Stage Manager – Tony Paget



Assesses concert venues for staging, piano and PA. Liaises with venues regarding practical organisation of choir settings. Also positions Choir Banner at the concert venue advertising the concert. Liaises with secretary re choir equipment for concerts.

Part Representatives – Bass : Robert Hamilton. **Baritone,** Tony Paget (above):. **2ndTenor** Jeremy Law : **1st Tenor,** Terry Guest.



Be the conduit for communication to the committee of part members' suggestions/feedback. Consult with part members as required by the committee. Maintain contact with choir members who are absent due to ill health for example by ensuring minutes and Steeton Chimes are sent to them. Ensure those without access to IT are fully informed of choir matters. Organise men into their part positions at concerts in liaison with stage manager/MD. Allocate mentors to new members and oversee mentoring within their parts. Maintain attendance records at rehearsals for fire safety purposes.

The following are responsibilities carried out by Choir Members who are not necessarily committee members.

Honorary Life President – Len Wilson



Represent the Choir at prestigious occasions, attends committee meetings.

Assistant Accompanist – Peter Abberton

Stand in for Choir accompanist as required both at rehearsals and concerts. Play duets with the Choir accompanist.

Concert Comperes - this is overseen by the Chair of the Music Committee

Music Library – Stuart Hardy and Patrick Johnson

Maintain the library of the choir's sheet music. Issue and withdraw music to and from the choir as requested by the Musical Director. Compile packages of the current repertoire and issue to new members. Allocate library numbers to new members.

Reprographics– Tim Bastow

Print copies of minutes, music, programmes, choir magazine and any other choir material as required.

Choir Archivist – Martin Winterton

Maintain an on-going record of the choir's activities e.g. newspaper cuttings, gifts from joint choir concerts, photographs of special events and much more.

CD and DVD Sales – Martin Winterton and Carol Winterton

Set up stall and sell copies of the choir CDs and DVD at concerts.

Bonus Ball – John Kelly

Collect money for and carry out lottery at each rehearsal. Choir members who are in the scheme pay £1 per week and if their number is drawn wins £30.

Programme Sales – Ladies group

Sell programmes at concerts at which we have been asked to produce the programmes.

Concert Uniforms – unfilled

Obtain concert uniform as required either for new members or replacement for existing members.

Ladies' group – Janet Bastow (chair)

Not officially part of the Choir structure but a vital source of money raising and promoting social interaction. Coffee mornings, visiting speakers at social evenings, quizzes, running raffles are some examples of their activities.

Open to wives, partners and female friends of the choir.