

## **WORCESTER CATHEDRAL CHAMBER CHOIR - TERMS OF REFERENCE – December 2020**

### **THE CHOIR**

1. The Choir is called the Worcester Cathedral Chamber Choir.
2. The Choir is one of Worcester Cathedral's choirs and is overseen by the Chapter of the Cathedral and fulfils its part within the Constitution and Statutes of the Cathedral (2001) under the Cathedral Measure 1999<sup>1</sup> and subject to the Cathedral's policies and procedures.

### **THE CHOIR'S PURPOSE <sup>2</sup>**

3. To support the ministry and mission of the Cathedral through singing at services as agreed with Chapter.
4. To study and practise choral music in order to foster its own and public knowledge and appreciation of such music, by means of public performance.

### **OFFICERS**

5. The Officers of the Choir shall be the Musical Director, Chair, Secretary and Treasurer.
6. The Musical Director shall be appointed by Chapter in consultation with the Committee.
7. The Musical Director's line manager shall be the Cathedral's Director of Music. The Musical Director shall be subject to a Cathedral contract of employment and annual appraisal.

### **COMMITTEE**

8. Management of the Choir shall be conducted by a Committee made up of the Musical Director, Chair, Secretary, Treasurer, Representative of Chapter, Publicity Coordinator, Librarian, Development Coordinator, Local Event Coordinator, Webmaster and Concert Manager.
9. The Representative of Chapter shall be appointed by Chapter.
10. The Chair, Secretary, Treasurer, Publicity Coordinator, Librarian, Development Coordinator, Local Event Coordinator, Webmaster and Concert Manager shall be elected, for one year, from members of the Choir by a majority of members of the Choir voting, by ballot if necessary, in attendance at the Annual General Meeting.
11. Elected members of the Committee shall serve for a maximum of four consecutive years. At the end of their fourth year of service Committee members shall not be eligible to stand for election until the following year's Annual General Meeting unless candidates are not forthcoming in which case such members shall be allowed to remain in office until replacement members are found. One year is, in the context of this paragraph, the period between two successive Annual General Meetings.

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<sup>1</sup> "Chapter" is used as an abbreviation for "the Chapter of Worcester Cathedral" throughout the remainder of the Terms of Reference.

<sup>2</sup> The Choir's Vision and Aims are in Appendix 1.

12. The Committee may, when necessary, co-opt other members of the Choir to the Committee. Co-opted members may hold office until the following Annual General Meeting and there shall never be more than two co-opted members of the Committee at any one time.

### **ANNUAL GENERAL MEETING**

13. The Annual General Meeting shall be held within twelve weeks of the end of the Choir's financial year or any other date sanctioned by the Committee or at a properly called Special General Meeting.

14. Two weeks' notice shall be given of the Annual General Meeting and nominations for office shall close one week before the meeting.

### **COMMITTEE MEETINGS**

15. The Committee shall meet once every six weeks or at other times when business warrants. A quorum shall be formed by three members of the Committee, or a third of its members whichever is the greater, and to include any two of the Officers.

### **MEMBERSHIP**

16. A person, either new to the choir or a former member of it, wishing to join the choir, shall, subject to vacancy and a satisfactory audition by the Musical Director and another person appointed by the Committee, be admitted into membership after agreement by the Committee.

17. The minimum age for membership shall be eighteen years.

18. Members are expected to attend all rehearsals, services and public performances. When members are unable to attend, they shall notify, as far ahead as possible, the Musical Director and Secretary. If, in the judgement of the Musical Director, a member's absence from rehearsal shall jeopardise the quality of a service or performance, the Member shall not take part in that service or performance<sup>3</sup>.

19. Members shall be appraised by the Musical Director and another person appointed by the Committee in order to confirm that they meet the required musical standard. Members who do not meet the required standard shall, at the discretion of the Committee, leave the Choir.

20. For good and sufficient reason, the membership of any individual may be terminated by the decision of the Committee provided that the individual shall have the right to be heard by the Committee before the decision is final.

### **FINANCE**

21. The Choir's funds shall be held in a designated fund within the Cathedral's accounts.

22. The membership subscription rate shall be recommended by the Committee and shall be voted on at the Annual General Meeting.

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<sup>3</sup> Details of attendance and membership requirements are in Appendix 2.

23. The Choir's Treasurer and its Committee shall be responsible for setting the Choir's budget and be accountable to the Cathedral's Director of Music for the local and day-to-day management of the Choir's finances <sup>4</sup>.

24. The financial year end shall be 31st March.

25. The financial position shall be reviewed at every meeting of the Committee.

26. At the end of the financial year the Cathedral will provide information sufficient for the Choir's treasurer to produce accounts for presentation at the Annual General Meeting.

27. Reasonable out of pocket expenses incurred by members on the authorised business of the Choir shall be reimbursed at the discretion of the Committee.

### **MUSIC**

28. The choice of music for services and concerts shall be in the hands of the Musical Director in consultation with the Cathedral's Director of Music and the Committee.

### **GENERAL**

29. A Special General Meeting may be called with fourteen days' notice at the request of at least three members.

30. The Terms of Reference shall only be altered at the Annual General Meeting or a Special General Meeting. Any changes must be approved by Chapter.

31. If, upon the winding up or dissolution of the Choir, there remains any property whatsoever after the satisfaction of all its debts and liabilities, the same shall not be distributed among the members of the Choir but shall be designated within the Cathedral's finances for the benefit and enhancement of the Cathedral's music making.

32. A copy of this Terms of Reference shall be given to each member.

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<sup>4</sup> Financial arrangements and procedures are in Appendix 3.

## **APPENDIX 1**

### **THE CHOIR'S VISION AND AIMS**

#### **Vision**

The Worcester Cathedral Chamber Choir is committed to singing sacred and secular music to the highest standard. It shall not only provide first class support for the Cathedral's musical needs but shall also reach out to the Diocese and the wider local community by the singing of services and the giving of concerts.

#### **Aims**

The Choir shall achieve the above by

1. Having dependable, high-quality singers who enjoy a challenging and varied repertoire and shall willingly contribute to the promotion and delivery of services, concerts and outreach initiatives.
2. Partnership working, through which mutual aims can be met enabling the choir to: contribute to Cathedral and civic music, arts and cultural events, reach new audiences in the wider community, attract support funding/support-in-kind.
3. Staging concerts which meet the choir's aspirations, are relevant to audience needs and demand and which are financially viable and successful as a result.

## APPENDIX 2

### ATTENDANCE, DRESS CODE and SUPPORT

#### Attendance

Paragraph 18 of WCCC's Terms of Reference states that:

*Members are expected to attend all rehearsals, services and public performances. When members are unable to attend, they shall notify, as far ahead as possible, the Musical Director and Secretary. If, in the judgement of the Musical Director, a member's absence from rehearsal shall jeopardise the quality of a service or performance, the Member shall not take part in that service or performance.*

It is understood that members have other commitments alongside their membership of the choir, but they are expected to plan ahead, so that they can attend as many rehearsals, services and concerts as possible.

Taking the above into account members are required to attend a minimum of 70% of rehearsals over a rolling six-month period. If for any reason, a member fails to meet this requirement the Musical Director and Chair shall discuss the situation with her/him in order to explore the reasons for the unacceptable level of attendance and agree a way ahead.

If there is either a failure to agree and/or poor attendance continues to be a problem the member's membership shall be referred to the Committee under the terms of paragraph 20 of the Terms of Reference.

*For good and sufficient reason, the membership of any individual may be terminated by the decision of the Committee provided that the individual shall have the right to be heard by the Committee before the decision is final.*

#### Dress Code

| Men – Services | Women – Services         | Men – Concerts | Women - Concerts         |
|----------------|--------------------------|----------------|--------------------------|
| Dark Suit      | Ankle length black skirt | Black trousers | Ankle length black skirt |
| White shirt    | Long sleeved black top   | Black shirt    | Long sleeved black top   |
| Choir tie      | Choir scarf              |                | Choir scarf              |
| Black shoes    | Black shoes and tights   | Black shoes    | Black shoes and tights   |

No excessive and/or bright jewellery shall be allowed.

Rubber soled shoes should be avoided wherever possible, especially in the Cathedral.

#### Choir Support

All members shall contribute to the promotion and development of the Choir by actively supporting the distribution of publicity material and the sale of tickets for concerts.

## APPENDIX 3

### FINANCIAL PROCEDURES

1. Subscriptions shall be paid either by cheque through the Choir's Treasurer or by BACS to the Cathedral. The Cathedral's Finance Manager shall provide the Choir's Treasurer with updates on subscriptions received.
2. All payments made by the Cathedral on behalf of the Choir shall be charged to the Choir's designated fund.
3. The Musical Director's termly remuneration shall be set by the Choir's Treasurer and Committee. It and fees for conducting services, concerts and other events shall be paid in arrears by the Cathedral. The charge to the Choir's designated funds shall include the employer's pension and National Insurance contributions.
4. The Choir's regular accompanist, external deputising singers and soloists shall submit invoices to be paid by the Cathedral.
5. Cathedral-based deputies' and soloists' fees shall be paid by the Cathedral and the charge to the Choir's designated fund shall include the employer's pension and National Insurance contributions.
6. Claims for expenditure, previously agreed by the Committee shall be submitted, in the agreed format and include invoices, to the Cathedral's Director of Music for authorisation and forwarding to the Cathedral's Finance Department for payment.
7. All monies received shall be remitted to the Cathedral. The Choir's Treasurer shall not hold a petty cash account.
8. An annual budget prepared by the Choir's Treasurer and agreed by the Committee shall be submitted to the Cathedral's Director of Music for information and approval.
9. The Cathedral's Finance Manager shall provide the Choir's Treasurer with the balance held on the designated fund together with details of the movement of funds (income and expenditure) for the year.
10. The fees which the Choir charges for singing at weddings, concerts etc shall be subject to VAT and shall be invoiced by the Cathedral.
11. The Choir shall be able to use the Cathedral as a performance venue. There shall be no charge apart from operational costs e.g. vergers, service team.
12. The Choir shall benefit from Gift Aid.