



Information for Members

Welcome to Hackney Singers. Here is some information about how the choir works to help you find your way around.

1. Section reps

These are friendly and helpful people who look after each voice section. They are the first point of contact for any questions or issues members want to raise. They are also responsible for membership forms and collecting membership subscriptions.

2. Membership forms

New members should complete and hand in a form with their membership subscription. Returning members will be given a form pre-printed with the details we have from the previous year. Please check and amend your details before handing back to your section rep.

Hackney Singers is a registered charity and you are asked to complete the section on the form that allows us to reclaim the tax on your subscription. This makes a significant contribution to our income. If you do not pay tax indicate this on the form. Members should inform their section rep if their tax circumstance changes.

3. Membership subscriptions

The choir depends on membership subscriptions to fund our activities. Membership subscriptions are payable annually in September or in two instalments due in September and January. As of September 2009 the subscription fee includes the costs of rehearsals, music and refreshments. All fees should be paid to your Section Rep by the second week of the semester. Please pay your subscriptions promptly, and don't wait to be reminded. You can also now pay your subscription online and if you wish to do so please ask your section rep for details.

Our policy is to hold concessionary rates at 25% of the full rate. Concessions are available for students or for those on a low income or receiving benefits. If you would like to be considered for a lower fee then please speak in

confidence to your Section Rep. We don't want subscription costs to be a barrier to membership.

4. Concerts

There are usually two main performances each year. The first is in the autumn, the second in the spring. The programme is put together by our Music team but we welcome suggestions from members. Please see our website for information on past concerts.

The dress code is announced in the run-up to a concert.

5. Concert tickets

Concerts are expensive to stage and we need to sell as many tickets as we can to family, friends and colleagues. It is expected that every member will try to sell at least five tickets in advance of the performance.

We offer tickets to members on a sale or return basis. Members are expected to return any unsold tickets before the concert so that we can reallocate them or sell them on the door. Members who do not return unsold tickets may be asked to pay for them in advance in future.

6. Refreshments at rehearsals

Coffee and a variety of teas are served at break. You work with a partner for 2 weeks in succession, normally once or twice a year. New members are paired with someone who knows the ropes.

7. Auditioning and performing

Hackney Singers is a non-audition choir and we welcome members whatever their musical training, ability or experience.

Members are expected to attend at least 70% of all rehearsals if they want to perform in the concerts. This is to ensure that they are proficient enough in singing the concert music not to jeopardise the overall standard of the choir. A member is expected to withdraw from a performance should they consider that they have not reached the necessary proficiency.

However if there are particular reasons; like work commitments or sickness, why you have to miss rehearsals but you still feel able to perform then you should discuss this in the first instance with your Section Rep. In these situations your Section Rep will then work with you and the musical team.

Occasionally a member will be required not to take part in a particular performance if their behaviour or singing proficiency jeopardises the overall standard of the choir.

8. Registers

We are introducing registers for each section from September 2009. This is being done to help Section Reps to get to know members and give them more support if needed

9. Communications

If you have email you will be added to our two email groups when you join: HSmembers@yahoogroups.co.uk is our main means of communicating with our members so please keep informed by reading these emails. All committee members can send emails to the choir this way.

HSotherinfo@yahoogroups.co.uk. Anyone can use this group to exchange information about non-choir events, flats to let, furniture offered etc. If you don't want to receive this information send a blank email to:-

HSotherinfo-unsubscribe@yahoogroups.co.uk

If your email changes or you are not getting the emails let us know, either through your section rep or by email to membership@hackneysingers.org.uk

If you are not on email we will try to ensure you get important information by other means.

10. Disability policy

We want the choir, concerts and choir activities, to be open to all, and we do not want to exclude anyone because of disability. We will do what we can to make it possible for everyone to participate.

We will do our best to anticipate requirements, and recognise that the best way to do this is to hear from those affected what they need. If activities are not accessible we will consider alternative ways of doing things.

We will include information about the accessibility of concert venues in our publicity and give an opportunity to discuss special requirements with us, with the aim of meeting them to the best of our ability. Carers accompanying disabled people will be allowed free entry to concerts.

We will ensure that concert publicity material and programmes are produced in print that is easily read, and will provide information in large print on request.

11. Music team

Mark Shanahan	Music Director
Dan Ludford-Thomas	Associate Conductor
Andrew Storey	Assistant Music Director and Repetiteur
Ben Saul	Assistant Repetiteur

Details of the extensive musical background of our team are on our website. They have been with us some time and have all contributed to our present reputation. Mark is busy with many engagements around the globe and cannot be with us every week but he liaises with the other members of the Music team to provide a fully developed rehearsal programme.

12. Management committee

Sheila Ebbutt	Chair
Jane Gibson	Vice Chair
Graham Turnbull	Treasurer
Gill Brown	Asst Treasurer
Bridget Moss	Secretary
Kirsty Norman	Social Secretary
James Diamond	Concert Manager
Wendy Saville	Rehearsal Manager
Becky Canning	Membership Sec
Janine Killough	Soprano Rep
Karen Greig and Lizzie Duncan	Alto Reps
Judy Spours and Adam Griffith	Tenor & Bass Reps

The choir is a charity run by a committee elected at the AGM and governed by our constitution, which you will find on our website. All members are eligible for nomination to the committee. The choir relies on the voluntary work of the management committee and other members so please lend your support in whatever way you can.

13. Getting involved

There are also many jobs members can do without needing to be on the committee - helping with advertising for the concert programmes, being a steward at a concert, helping with admin, organising a social event - get involved, it's your choir!

14. Website

Our website is kept up to date with information on our concerts, term dates, organisation and policies and news about events and fundraising. Our constitution, policies and information in this leaflet are available on the website. Please visit it at:

www.hackneysingers.org.uk

If you don't have access to the Internet, you can ask your section rep for help with information.