

Rising Voices Wessex Community Choirs

Trustees and Operational Steering Group

Terms of Reference



Aim of the project

- The Rising Voices Choirs were established as activities to help people affected by cancer recover their wellbeing, confidence and self-esteem.
- As a project to enable rehabilitation.
- As local community choirs to enable people affected by cancer to have to have fun.
- As a project to identify the impact of music and choral singing on the wellbeing of people affected by cancer.
- To link with to other similar community choirs in Wessex.
- To link with other rehabilitation projects in Dorset.

Membership of the choir

- The choir membership comprises of people affected by cancer such as those recovering from treatment, carers, those bereaved through cancer or health professionals interested in music and singing for therapeutic purposes and as enjoyment.
- Rising voices has five Trustees who accept overall responsibility for the running of the choirs and are elected at the AGM for a term of office.
- The operational steering group members comprise of people affected by cancer who represent the choir, support and develop the choir.

Roles and Responsibilities

The Trustees are responsible for:

- overall strategic management of the choirs,
- governance of the choirs,
- promoting the overall Rising Voices project to the community and informing health care providers of its work,
- accounts and overall funding,
- ensuring availability of appropriate support to enable the choir to run,
- identification and provision of appropriate accommodation for choir rehearsals,
- engaging the Choir Director and any other person or persons to ensure that the rehearsals and performances are delivered,
- health and safety of its choir members whilst at rehearsals and performances,
- protecting the confidentiality of members and compliance with data protection legislation.

Together with the Trustees the Operational Steering Group will ensure that the choir:

- has adequate resources to deliver the weekly rehearsals,
- remains in budget,
- is promoted appropriately through local and social media,
- is accessible and able to recruit new members,
- has appropriate venues for events and performances,
- members are kept informed by maintaining the data base ,website and other social media such as Facebook and Twitter,
- protects the confidentiality of members and complies with data protection legislation.

Chairmanship

- The post of chairperson and vice chair will be reviewed annually at the first meeting of the year or at the formal AGM.
- In the event of a chair or vice chair standing down in midterm an extraordinary AGM/meeting will be held to appoint a new chair or vice chair.
- Terms of reference to be reviewed at the first meeting of the year or following an AGM and when a new chair person is appointed.
- The elected chair or vice chair should not stand for election in that role beyond a maximum period of 3 years unless elected to do so.

Frequency of Meetings

- The Rising Voices Wessex choirs meet regularly every Monday and Tuesday night for rehearsal.
- Any amendments or cancellations of these rehearsal times will be notified to the members in advance at a previous rehearsal and via email/phone/social media.
- The Trustees will meet for a minimum of 4 meetings per year.
- The Operational Steering groups will meet monthly, on the last Tuesday of the month, unless it is a bank holiday when other arrangements will be made.

Reporting Arrangements

- Minutes of the operational steering group will be circulated within one week of the meeting to the Trustees and operational steering group members.
- A copy of the operational steering group minutes will be made available on the website – in the members section.
- A copy of all the minutes of the operational steering group will be retained by the vice chair and administrator of the group for further reference.
- An annual report will be made available to the members on request and via the website.
- The annual report will contain details of the choirs activity during the year and the budget and any appropriate audits.

Quorate at meetings

The meetings will be deemed quorate if there are three or more Trustees present at Trustees meetings or half or more members of the operational steering group.

These terms of reference were agreed on 1st November 2015

Chairperson Dr Alastair Smith

A handwritten signature in blue ink, appearing to read 'A. Smith', is positioned to the right of the name 'Chairperson Dr Alastair Smith'.

Next review date November 2016