

## Rising Voices Wessex is a Registered Charity

As a Charity there is a **Board of Trustees** who meet four times a year.

Dr Alastair Smith	Chairman of Trustees
Noeline Young	Vice Chair of Trustees
Rob Taylor	Treasurer
Jean Querol	Sarah Culley
Dr Susi Caesar	Roger Preston

The Trustees are responsible for the governance and finances of the charity and engage those who are paid by the charity.

The Trustees produce an Annual Report that is presented at the AGM and held on the website. It is also submitted to the Charity Commission once a year. This includes the financial report.

The **Steering Group** meet monthly to discuss the day to day running of rehearsals and events and members of this group have key roles to play in the running of the charity, however small or big.

The **Music group** meet regularly to discuss the repertoire and all things musical. This group includes:

**Musical Director: Ali Sharpe**, a professional vocal practitioner and performer who has a passion for empowering people through their voice.

**The Deputy Musical Director: David Marshall** is a professional musician who has a background in conducting and is a member of the Poole choir and **Accompanist: Mark Anstead** is a professional musician, violinist and also Choir Director of St Wilfrids Hospice Choir, Chichester.

All of the above are responsible for the supervision at rehearsals and events that they attend.

email [admin@risingvoices.org.uk](mailto:admin@risingvoices.org.uk) See our website at [www.risingvoices.org.uk](http://www.risingvoices.org.uk) Join us on Twitter #risingvoiceswex and Facebook <https://www.facebook.com/RisingVoicesChoir>

**Or Phone/text** or leave a message on **07500 676083**

NY 2020

## Good Practice Guidelines



## Information about volunteering for Rising Voices Wessex

**Bournemouth choir: Monday 6.45-9pm New Church, Tuckton BH6 3HT**

**Poole choir: Tuesday 6.15 - 8.30pm St John's Church, Parkstone, BH14 0AA**

Rising Voices Wessex community choirs are a registered charity number 1165053.

## About us:

Rising Voices Wessex aims to link music and health together. Anyone who has experience of cancer, either personally or who has supported a loved one or friend can join us at our Poole and Bournemouth choirs. We aim to have fun and enjoy each other's company, learn new songs and remember old favourites. Rising Voices Wessex was launched in 2013 following a three month research project into the benefits of singing.

## Volunteering:

From the start of Rising Voices Wessex we have aimed to involve members in the running of the choirs. This may be in the form of occasional help at rehearsals or events or on a more formal basis as a member of the Steering Group. However small or big the task undertaken it's about team work and is appreciated by the Trustees (who are also volunteers) and fellow members.

### **As a Volunteer there are a few things you need to be aware of:**

There is lots of information on our website at [www.risingvoices.org.uk](http://www.risingvoices.org.uk) where you can find details of the charity's Constitution and Policies under 'Governance Documents' in the 'About Us' section. It is also useful if you keep up to date with the relevant links on Facebook and Twitter. Minutes from the Steering Group are stored on the website in the 'Members Area' useful if you want to check what's up and coming. The password is: *riseandsing* written as all one word in lower case.

### **Confidentiality, Privacy and Data Protection:**

Given the nature of the choirs it is very important that we respect people's privacy and don't press or pry for details or information they are not comfortable sharing. We, of course, also have to be mindful of the current data protection regulations. This means you don't pass on people's information without their permission (see the Data Protection Policy and Privacy Statement on the website). Please be polite, respectful and considerate of others at any Rising Voices Wessex events and meetings you attend as a volunteer.

## Health and Wellbeing:

We are responsible for people's health and wellbeing whilst they are at rehearsals and events. This means being aware of possible hazards that may cause trips or falls. Keeping an eye out for those who are less well, offering seating at events for those who cannot stand, and importantly, if you are asked to do a task that you are not physically able to do you must inform the person in charge.

There is a Risk Assessment available for rehearsals and events.

We have Public Liability Insurance and our equipment is insured.

Always be aware of where the Fire Exits are and equipment at venues and check where the nearest First Aid Kit is.

## Grievance and Disciplinary:

There is a policy available on the website outlining the procedure to ensure that, as far as possible, disputes or the escalation of any dispute may be avoided and can be properly and fairly dealt with.

Occasionally, a member or group of members or individuals may disagree, or feel aggrieved by a decision that has been taken on their behalf by the Trustees or the Steering Group or by the actions of another choir member. When a grievance is raised it can often be resolved to the member's satisfaction in its early stages through constructive dialogue.

Please provide as much notice as possible if you are unable to fulfil a volunteering commitment, or if you no longer wish to be involved.

## Expenses:

As a volunteer you may incur expenses above that of the normal choir member, therefore an expenses form is available on the website in the 'Members Area'.

## Spread the Word and Share the Magic:

We rely on you to help spread the word, whether it is about the choirs, the next event, the benefits of singing, or in welcoming new members. You are our best ambassadors, thank you.